

**NAVY FACILITY ASSETS
DATA BASE
MANAGEMENT SYSTEM
PROCEDURES MANUAL**

**NAVFAC P-78
DECEMBER 1996**

FOREWORD

This publication outlines the responsibilities and procedures for the Navy Facility Assets Data Base Management System (NFADB MS). The NFADB MS is established to maintain the Navy Facility Assets Data Base (NFADB) for the Department of the Navy.

The Navy Facility Assets Data Base Management System has been established by the Naval Facilities Engineering Command as a responsibility assigned by OSD and delegated by SECNAV, NAVCOMPT and OPNAV in coordination with CMC. This responsibility requires the establishment of a data base on owned and leased real property to meet the facilities inventory, planning and management information requirements of the Department of the Navy.

The credibility of the Navy Facility Assets Data Base System is dependent on the motivation of Navy and Marine Corps shore activities to comply with the procedures in this publication. The rewards will be a valid Military Construction Program, accurate identification of resource requirements for facilities management, an accurate interface with other Navy Programs, and a complete and accurate inventory of real property under the control of the Department of the Navy. The requirements for information from the Navy Facility Assets Data Base System are not static. Prior requirements are discontinued and new ones are added to meet changing demands. Comments and recommendations related to required changes and system improvements are welcome and should be addressed to this Command.

This publication cancels and supersedes **NAVFAC P-78 of Aug 1992** and is certified as an official publication of the Naval Facilities Engineering Command. It has been reviewed and approved in accordance with Secretary of the Navy Instruction 5600.16 (latest edition).

DAVID J. NASH
Rear Admiral, CEC, U.S. NAVY
Commander
Naval Facilities Engineering Command

CHAPTER 1. INTRODUCTION

1.1 LEGAL REQUIREMENTS AND AUTHORITY

Title 10, U.S. Code 2701 requires the Department of Defense (DOD) to establish and maintain an official record of financial and physical data on DOD real property. This statutory requirement is implemented and further defined by the following instructions:

DODINST 4165.14	Inventory of Military Real Property
DODINST 4165.3	DOD Facilities Classes and Construction Categories
DODINST 7500.1	Report on Real and Personal Property and Selected Financial Assets (Cancelled 1971 per LuLu at Admin)
SECNAVINST 11010.40	Inventory of Military Real Property

Additionally, Federal Property Management Regulations (FPMR), Part 101-3, requires all Federal agencies to provide annual real property inventory reports to the General Services Administration.

The SECNAVINST 11011.40 assigns responsibilities for policy, administration, and maintenance of the Department of Navy inventory of real property as follows:

- a. **Chief of Naval Operations** Responsible for the establishment of Department of Navy policy and procedures for the real property inventory and for administration of the program within the Department of Navy.
- b. **Commandant of the Marine Corps** Responsible for administration of the real property inventory within the Marine Corps. The program will be administered in accordance with the procedures established for the Department of Navy.
- c. **Comptroller of the Navy** Responsible for financial policy, development of financial procedures and reports, and audit of records and reports for the real property inventory within the Department of Navy.

The Chief of Naval Operations assigned responsibility for the technical direction of the Department of Navy real property inventory to the Commander, Naval Facilities Engineering Command (COMNAVFACENGCOM) in 1970. This includes the responsibility to establish a system and issue the procedures necessary to meet the inventory and reporting requirements of DODINST 4165.14, DODINST 7500.1, and FPMR 101-3. This system is also to provide information required by the Department of Navy for facilities planning and management. In carrying out these assigned responsibilities, NAVFACENGCOM has established the Navy Facility Assets Data Base (NFADB) and a system for maintaining the NFADB, the NFADB Management System (NFADB MS). Operating procedures for this system are provided in this manual.

1.2 NAVY FACILITY ASSETS DATA BASE MANAGEMENT SYSTEM (NFADB MS) DESCRIPTION.

a. **Participants.** Participants in the NFADB MS are as follows:

- (1) **Navy and Marine Corps shore activities**(including Government Owned-Contractor Operated (GOCO) activities) that are accountable for real property and real property reporting to the NFADB. There were 548 activities reporting property valued at 128 billion dollars (less land values) as of 30 September 1995.
- (2) **Headquarters Marine Corps** which is responsible for direction and oversight of Marine Corps activities participation in the NFADB MS.
- (3) **Facilities planning organizations**located at NAVFACENGCOM's five Engineering Field Divisions (EFDs), which report data on facility size, utilization, capacity, condition, and reassignments of Class 2 property as part of the Shore Facilities Planning System (SFPS). The EFD planning organizations also coordinate all Navy reporting to the NFADB and process all Navy transactions in the automated data base within their geographical area.
- (4) **Real estate organizations**located at NAVFACENGCOM's five EFDs which initiate the reporting of data on land acquisition and disposal, outgrants, ingrants, donations, exchanges, transfers, reassignments of Class 2 property and facilities declared excess.
- (5) **Facilities design organizations**located at NAVFACENGCOM's five EFDs which provide Real Property Item Estimates forMCON funded construction projects.
- (6) **Financial accounting organizations**located at NAVFACENGCOM's five EFDs which provide cost data for facilities built or improved by MCON funded construction projects.
- (7) **Plant Property Accounting Activities(PAAs)** are the designated fiscal offices for activities accountable for plant property. They maintain the official plant property financial records of their assigned activities, verify and record plant property values that are processed through the NFADB MS and other systems, and submit required plant property financial reports to the Department of Navy Plant Property Financial Accounting System. There are no designated PAAs for GOCO activities.
- (8) **The Facilities Systems Office(FACSO)** at Port Hueneme, California, which operates the NFADB ADP support system.
- (9) **The Naval Facilities Engineering Command Headquarters** NAVFACENGCOMHQ, which is responsible for the technical direction of the NFADB MS.

- b. **The Data Base** The system data base is an automated file of data on each existing facility (building, structure, utility, and land) owned or leased by the Department of Navy. Data are provided on facility location, acquisition, construction, size, cost, capacity, utilization, and condition. The data base contained records on 176,086* items of real property as of 30 September 1995. The automated file operates on an IBM computer system located at the FACSO. Access to the data base for update and query is by on-line access terminals located at the five EFDs, Expanded Access Sites, and FACSO. On-line terminals for querying the data base are also located at Headquarters Marine Corps (LFL) and NAVFACENGCOM HQ. Reports from the data base are requested and retrieved over remote job entry (RJE) terminals located at NAVFACENGCOM HQ and the five EFDs.

*Total does not account for Ingranted and Outgranted properties. To include these two types of records would bring the total to 193,000.

- c. **Products.** In addition to producing hard copy property records, ingrant, outgrant, and disposal records, the NFADB MS provides the following:
- (1) **The Detailed Inventory of Naval Shore Facilities, NAVFAC P-164s**
produced annually on CD-ROM and provided to Navy and Marine Corps reporting activities, Headquarters Marine Corps, Navy major/sub-major claimants, EFDs and others upon request.
 - (2) The following annual reports are published to meet the facilities inventory reporting requirements of the Office of the Secretary of Defense (OSD) and the General Services Administration (GSA):

Inventory of Military Real Property, Navy, NAVFAC P-77
Statistical Tables of Military Real Property, Navy, NAVFAC P-319
Real Property Owned and Leased by the United States
 - (3) **Engineering Evaluation Worksheets** and portions of Facilities Requirements Plans are produced for the SFPS.
 - (4) **Extracts from the NFADB** are provided for use in managing the Navy's Real Property Maintenance Activities (RPMA) Program.
 - (5) **Unaccompanied Personnel Housing Asset Records** are produced for use in Navy Unaccompanied Personnel Housing Surveys.
 - (6) **Extracts from the NFADB** are provided for the Department of Navy Energy Conservation Program.
 - (7) **Additional reports** are produced as needed to meet facilities information requirements of Headquarters Marine Corps, OPNAV, Navy major/sub-major claimants, resource sponsors, and others.

1.3 MAJOR CHANGES AND FUTURE PLANS

There have been a few new developments concerning the NFADB since this publication was last revised. We are no longer producing hard copies of the Detailed Inventory of Naval Shore Facilities, P-164. That publication's information is now contained on the P-164 CD-ROM and along with that we have added other publications and reports.

The NFADB is in the process of being taken out of the Expanded Access Program to the degree that a user will make their needs known to their respective EFD, who in turn will send that information directly to FACSO for processing and once the user receives their passwords, they will be able to use whatever entry points they have requested. Many of the former controls and processing requirements have been eliminated, but the user must still process their applications through the EFD, who will have the final say as to what functions a user may have.

1.4 NFADB MANAGEMENT SYSTEM INTERFACE WITH OTHER SYSTEMS.

- a. **Data Systems Used by the NFADB MS** The NFADB MS uses data from two other data systems in generating its products. These data systems are described below:
 - (1) **The Master Activity General Information and Control (MAGIC)** Data Base is an automated file containing general information on each Navy and Marine Corps shore field activity (e.g., name, location, command relationship, host/tenant relationship, status, and function). Operating procedures for the MAGIC System are described in NAVFACINST 5400.4B. Interface between the NFA and the MAGIC data bases occurs during the sorting, printout, and distribution of reports from the NFADB. NFADB annual reports are sorted and distributed by using data in the MAGIC data base. Property records and NFADB reports are distributed by using mailing addresses contained in the MAGIC data base.
 - (2) **The Category Code Directory (CCD)** is an automated file containing Department of Navy facility category codes, category code descriptions, and units of measure used for identifying, classifying, and quantifying facility requirements and assets. The file contains the investment category and maintenance cost account numbers corresponding to each of the facility category codes. The contents of the CCD are reported in the Department of the Navy Facility Category Codes, NAVFAC P-72.

- b. **Systems Using the NFADB** There are five major facilities-related systems that are dependent upon data from the NFADB. These systems are described below:
- (1) **The Navy Shore Facilities Planning System(SFPS)** provides for (a) the determination, validation, and automated filing of facility requirements for Navy shore field activities; (b) Engineering Evaluations of the size, utilization, capacity, and condition of existing facilities; (c) an automated comparison of facility requirements and assets; (d) a planning analysis by facility category to satisfy deficiencies and dispose of surpluses; and (e) the development and validation of construction projects for the Military Construction Program. Assets data in the NFADB are compared by computer with the automated file of facility requirements. This comparison, along with a listing of existing facilities by category, is displayed on the Facilities Planning Document (FPD) of the SFPS. The SFPS is described in detail in NAVFACINST 11010.44 (latest edition).
 - (2). **The Marine Corps Facilities Planning and Programming System(MCFPPS)** is similar to the Navy SFPS and is described in detail in MCO P11000.12.
 - (3) **The Navy Unaccompanied Personnel Housing Survey Programs** described in detail in NAVFACINST 11101.91 (latest edition). The program utilizes the NFADB to produce Unaccompanied Personnel Housing Asset Records. These records are used to verify and correct room inventory, capacity, and condition data. The NFADB provides the assets data that appear on the computer generated "Determination of Unaccompanied Personnel Housing Requirements Report," FACSO Report R9201R19.
 - (4) **The Navy Real Property Maintenance Activities(RPMA)** Program is described in OPNAVINST 11010.23. Navy shore activities utilize the NFADB to quantify maintenance work units. The OPNAV staff utilizes current plant value data from the NFADB to establish RPMA funding objectives. Specific data elements have been added to the NFADB that provide for an accurate evaluation of each major claimant's facilities maintenance burden.
 - (5) **The Department of Navy Energy Conservation Program** uses building square footage data from the NFADB to show energy consumption per square foot of buildings in the Energy Audit Reports.

1.5 QUALITY OF THE NFADB.

- a. **Reasons for Quality.** Paragraph 1.1 describes the statutory requirements for an inventory of DOD real property. Even if there were no statutory requirement, the Department of Navy would require an accurate facilities inventory to efficiently plan for and manage its shore facilities. As outlined in paragraph 1.4, information from the NFADB is used to determine requirements and funding for new facilities. The NFADB aids in the identification and removal of excess facilities. Information from the NFADB plays a significant role in the development of a funding program for the maintenance of real property. Information from the NFADB is used in special studies on the realignment of the Department of Navy shore establishment by OPNAV and Headquarters Marine Corps. To provide for the above, the NFADB must be current and accurate.
- b. **Formal audits.** The NFADB MS has been audited in the past and will continue to be audited by the Navy Audit Service and the General Accounting Office because of its significant role in Navy Department facilities planning and management programs.
- c. **Responsibilities for NFADB Quality** It is necessary that all system participants ensure that proper attention is given to maintaining an accurate NFADB. Activity public works and facilities officers, facilities planning and real estate organizations, facilities acquisition organizations, financial accounting organizations, and system managers must all commit the necessary resources to make the NFADB accurate and the NFADB MS responsive.
- d. **Objectives.** The following objectives have been established for the NFADB Management System:
 - (1) Acquisitions and dispositions of real property are to be reflected in the NFADB within 3 months of their occurrence.
 - (2) All NFADB data errors found by computer audit are to be corrected within 2 months of receipt of error reports.

1.6 REPORTING REQUIREMENTS.

- a. **Reporting Activities** Navy and Marine Corps shore activities including GOCO activities that have custody of Department of the Navy owned or leased real property are responsible for reporting this property to the NFADB.
- b. **Property Defined** Property is basically categorized as either real property, i.e., land, buildings, structures, and utilities, or personal property, i.e., all other physical properties. The OSD has established inventory and reporting requirements for all properties of a capital nature existing within the DOD. The Comptroller of the Navy has established the term "plant property" to describe properties of a capital nature. Plant property is further categorized by NAVCOMPT as follows:

- (1) **Class 1:** Land
- (2) **Class 2:** Buildings, structures and utilities
- (3) **Class 3:** Equipment other than industrial plant equipment
- (4) **Class 4:** Industrial plant equipment

The NFADB provides an inventory of real property, classes 1 and 2 plant property only.

c. **Items to be Reported in the NFADB** Detailed reporting instructions are contained in Section I, Part B, Chapter 6, Volume 3 of the NAVCOMPT Manual. These instructions are summarized and presented below:

- (1) **Land.** With the exception of burial plots in other than government-owned cemeteries which are excluded from being reported, all Department of Navy owned and ingranated land and water rights are to be reported. A reportable class 1 facility is a group of parcels or one single parcel of land for which a single estate code and land category code is applicable. In the case of ingranants, it is a single parcel or group of parcels for which a single acquisition.
- (2) **Buildings.** All Department of Navy owned buildings, and those buildings which are ingranated either totally or partially, are to be reported. **Exceptions:**
 - (a) **Do not report** buildings constructed for test purposes that includes destruction of the building within a 2-year period.
 - (b) **Do not report** relocatable buildings acquired with funds other than military construction appropriations. (See OPNAVINST 11010.33 & MCO P11000.12).
 - (c) **Do not report** buildings or building space owned or leased by the General Services Administration (GSA).

Paragraph 036104-2b of the NAVCOMPT Manual lists those items of installed equipment (personal property) which are considered to be, and reported as, part of a building.

Trailers, vans, mobile homes, and portable shelters **are not buildings** i.e. real property.

- (3) **Structures.** All Department of Navy owned structures, and those structures which are ingranated either totally or partially, are to be reported. **Exceptions:**
 - (a) **Do not report** structures constructed for test purposes that includes destruction of the structure within a 2-year period.
 - (b) **Do not report** portable or relocatable structures.

Structures are to be recorded in accordance with the NAVCOMPT Manual, Volume 3, Chapter 6, paragraph 036104-2a.

Paragraph 036104-2b of the NAVCOMPT Manual lists those items of installed equipment (personal property) which are considered to be, and reported as, part of a structure.

- (4) **Utilities.** All Department of the Navy owned utilities and those utilities which are ingranted either totally or partially are to be reported. **Exceptions:**
- (a) **Do not report** ingranted telephone systems.
 - (b) **Do not report** utilities constructed for test purposes that include destruction of the utility within a 2-year period.
 - (c) **Do not report** equipment, commonly referred to as no-break power, continuous power supply, or uninterrupted power supply units, installed to provide uninterrupted service of near-perfect voltage and predetermined cycles.

The reporting of utilities is to be by utility system. A separate property record is to be prepared for each steam and high temperature water system, water supply system, sanitary and/or combination sanitary storm system, natural or manufactured gas system, compressed air system, wire communication system, electrical system, fire alarm system, air conditioning system, and refuse collection system. These systems are precisely defined in paragraph 036104-2c of the NAVCOMPT Manual.

Items of equipment (personal property) that are an **integral** part of a utility system and that, if removed, would impair the distribution of service or the commodity for which the system was designed, are considered to be, and reported as, part of the system.

- (5) **Capital Improvements to Existing Facilities** Construction costs resulting in increases in functional usefulness, productivity, useful life, capacity, or similar values as a result of additions, conversions, alterations, betterments, rehabilitations, or replacements shall be added to the cost to government (DE 204) on the applicable property record. Cost of features superseded, removed, or destroyed in this process shall be subtracted from the cost to government.

Repair and maintenance costs incurred to maintain the facility in satisfactory operating condition shall be accounted for as current operating costs and not added to the cost to government.

The cost of improvements, including installed carpeting, permanent space partitions, soundproofing or insulating ceilings and walls, and similar improvements with an estimated useful life greater than one year are to be considered as capital improvements.

The basic principle to be observed in accounting for construction costs is to include costs incurred to raise the standard of conditions above that which existed at original occupancy and exclude costs incurred to maintain these standards.

Examples of capital improvements are:

- (a) Replacement of individual space heaters with a central heating system, serving only the building or structure in which installed;
- (b) Installation of a fluorescent lighting system to replace a serviceable incandescent lighting system to obtain improved lighting;
- (c) Application of brick veneer to a frame structure with wood siding;
- (d) Initial installation of automatic sprinkler, fire alarm, or central air conditioning system;
- (e) Constructing a parking lot or hard surfacing a gravel or dirt road;
- (f) Replacing of major components in installed equipment or utilities to increase capacity or utility;
- (g) Overlay of airfield pavement if the overlay increases the capacity of the pavement.

Costs associated with the maintenance, repair*, or rearrangement, other than conversion, of facilities are not to be reported to the NFADB If items such as, but not limited to, furnaces, central heating and air conditioning systems, communication systems, hot water heaters and garbage disposals that were initially reported as part of, and in the cost of, a building or structure are replaced and the replacement does not result in greater capacity or utility, such replacement will be considered an expense and no change will be made to the cost of government on the property record. Examples of such non-capital improvements are:

- (a) Replacement substantially in kind of deteriorated floors, roofs, siding, utility lines, poles, and pipes, whether or not the replacement material is more durable;
- (b) Moving one or more partitions within a building;
- (c) Rearranging or relocating equipment or utilities within buildings or structures;
- (d) Installing occasional electrical outlets, supply counters, and time-clock panels;
- (e) Costs incurred in connection with securing a facility in place and elimination of hazards;
- (f) Demolition costs if a replacement facility is not involved.

* See Special Projects Manual 11010.20F, 7 June 96.

NOTE: Further guidance on reporting construction costs to the NFADB is provided in Appendix B to this publication.

- (6) **Outgrants.** Outgrants, i.e., leases, permits, and licenses to other military departments, government agencies, states, local governments, private enterprise, or individuals for the use of all or portions of individual items of Department of Navy real property, are to be reported if either of the following two conditions exists:

- (a) The term of the outgrant is more than 1 year.
- (b) The outgrantee pays rent or fees for use of the property regardless of term.

The conditions for reporting outgrants have been established to eliminate the unnecessary reporting of agreements for use of facilities by service and social organizations that do not impair Navy and Marine Corps use of the facilities.

- d. **Reporting of Facilities within a Naval Complex.** Department of Navy real property is to be reported under the name and unit identification code (UIC) of the activity for which the property was acquired or to which it was transferred or reassigned for accomplishment of the activity mission. At a naval complex there are properties which are common to or support the mission of several activities. Guidance and reporting responsibilities for these common properties are provided in paragraph 036105 of the NAVCOMPT Manual.

If the available guidance does not cover a particular situation, one of the activities involved should initiate a letter through the chain of command of all parties involved to the CNO or CMC for resolution.

- e. **Reporting for Disestablished Activities** When a Navy activity reporting real property is disestablished, the property records will be retained in the NFADB under the title of the disestablished activity until such time as the property (individually or collectively) is reassigned to another Navy or Marine Corps activity, transferred to another military department or agency, transferred out of the account of the Department of Defense, or sold. When final disposition action is taken on excess property at a disestablished activity, and personnel are no longer at the activity to report the disposals, the geographic EFD or Headquarters Marine Corps, as appropriate, will report the disposals.

NOTE: Disestablished activities under Base Realignment And Closure are processed differently, refer to the NAVFAC policy letter on this matter or contact your EFD BRAC Office.

1.7 REPORT CONTROL SYMBOL The inventory and reporting requirements contained herein have been assigned Report Control Symbol DD-A&L(A) 760.

CHAPTER 2. RESPONSIBILITIES

This chapter provides information identifying the responsibilities of the major contributors to the NFADB Management System (NFADB MS). The reader should first review the appropriate list, then turn to applicable sections of Chapter 3 to determine how each item is to be accomplished and how their responsibilities relate to the responsibilities of others.

2.1 NAVY REPORTING ACTIVITY.

- a. Establish and maintain a current point of contact for all NFADB MS matters and notify the EFD Real Property Inventory person of his/her name, current mailing address, and phone number.
- b. Maintain a current file of Property Records (PRs), Outgrant Records (ORs), and Disposal Records (DRs) for the activity. Review PRs/ORs/DRs forwarded by FACS0 to ensure that errors were not entered due to misinterpretation or omission of data forwarded.
- c. Monitor construction progress at the activity. Initiate and forward an Acquisition Property Record (APR) to the EFD Real Property Inventory person within 30 days of the acceptance or use of a new facility regardless of funding (MCON or non-MCON) or construction type (contract, station forces, etc.).
- d. Monitor capital improvement and disposal actions at the activity.
 - (1) Indicate changes on existing PR and forward to EFD Real Property Inventory person within 30 days of completion of all capital improvements regardless of funding.
 - (2) Indicate appropriate disposal data for all disposals using Expanded Access, via computer generated screens, otherwise forward the information to the EFD Real Property Inventory person within 30 days of the actual disposal date.
- e. Complete APRs for all property transferred to the activity by reviewing the DD Form 1354 and performing site visits as required to collect necessary data, and forward APRs to the EFD Real Property Inventory person.
- f. Assist the EFD Real Property Inventory person in obtaining necessary data for ingraned facilities by performing on-site inspections when requested.
- g. Maintain an awareness of building uses and users. Update status/utilization data on PRs or Engineering Evaluation Worksheets and provide current use/user information to the EFD Real Property Inventory person for adjustment of PRs when requested. Expanded Access users can make these changes independent of the EFD.
- h. Review reports from the NFADB e.g., NAVFAC P-164, and take immediate corrective actions whenever errors appear.

- i. Participate in NFADB.MS quality improvements initiated by NAVFACENGCOMHQ and the EFDs.
- j. Review PRs during "Continuous Inspections"(Engineering Evaluations, Annual Inspections, etc.) by visually inspecting each facility and comparing it with the data recorded on the PR. Corrections are to be made as necessary. See NAVFAC MO 322.
- k. Provide assistance to the EFD as required during the performance of Engineering Evaluations.

2.2 MARINE CORPS REPORTING ACTIVITY (Note: Most activities will process changes directly to the NFADB via Expanded Access. Those activities not having dial up terminals will mail property record changes to Marine Corps Headquarters, Code LFL for entry into the NFADB.)

- a. Establish and maintain a current point of contact for all NFADB MS matters and notify Marine Corps Headquarters, Code LFL of his/her name, current mailing address, and phone number.
- b. Maintain an orderly up-to-date file of property records (PRs), outgrant records (ORs), and disposal records (DRs) for the activity. Review PRs/ORs/DRs forwarded by FACSO to ensure that errors were not entered due to misinterpretation or omission of data forwarded.
- c. Monitor construction progress at the activity. Initiate and forward an Acquisition Property Record (APR) to FACSO Code 1821, for non-MCON, within 30 days of the acceptance and/or use of a new facility.
- d. Monitor capital improvement and disposal actions at the activity.
 - (1) For non-MCON indicate changes on existing PR using Expanded Access or forward to Marine Corps Headquarters, Code LFL for input, within 30 days of completion of all capital improvements.
 - (2) Indicate disposals by changing existing PRs via Expanded Access or forward to Marine Corps Headquarters, Code LFL within 30 days of the actual disposal date.
- e. Complete APRs for all property transferred to the activity by completing APRs for all property transferred to the activity by reviewing the DD Form 1354 and performing site visits as required to collect necessary data, and forward APRs to FACSO.
- f. Prepare an APR for ingranted facilities from data forwarded by the EFD Real Estate Division or local records and site visits as required.
- g. Maintain an awareness of building uses and users. Update status/utilization data on PRs and forward to FACSO as changes occur.

- h. Review reports produced from the NFADB, e.g., NAVFAC P-164, and take immediate corrective actions whenever errors appear.
- i. Participate in NFADB MS quality improvements initiated by NAVFACENGCOMHQ when directed by HQMC.
- j. Review PRs during "Continuous Inspections" (Engineering Evaluation, Annual Inspections, etc.) by visually inspecting each facility and comparing it with the data recorded on the PR. Corrections are to be made as necessary. See NAVFAC MO 322.

2.3 ENGINEERING FIELD DIVISION (EFD).

- a. Provide advice/guidance to Navy real property reporting activities within the EFD area. Establish and maintain a point of contact for NFADB MS matters at each reporting activity.
- b. Maintain an up-to-date file of property records on all Navy activities within the EFD area.
- c. Monitor MCON project progress within the EFD area and coordinate acquisition Property Record (APR) preparation.
- d. Upon MCON project UCD:
 - (1) Process APRs completed by Navy activities and create new PR in NFADB for Navy activities according to procedures outlined in Chapter 3.
 - (2) For projects past the UCD by more than 60 days for which an APR has not been received, contact Navy activity and obtain required data.
- e. Upon financial completion, process any necessary adjustments to government cost of each facility.
- f. Monitor facility excess and disposal actions for Navy activities within the EFD area and initiate proper reporting to the NFADB. Monitor the Report of Excess and enter the excess action codes when appropriate.
- g. Monitor facility transfers and reassignments for Navy activities within the EFD area and initiate proper reporting to the NFADB. Assemble the data necessary to process a reassignment action and ensure that APRs are prepared for transfers into the Navy inventory.
- h. Initiate proper reporting of ingrant and outgrant data. Prepare APRs for Navy ingrats and outgrants with the assistance of the reporting activity for site inspection when required. Forward ingrant and outgrant contractual data to Marine Corps activities.
- i. Initiate the reporting of class 1 property records to the NFADB by preparing APRs for class 1 property acquisitions for Navy activities and forwarding of contractual data to Marine Corps activities.

- j. EFDs have the responsibility to update all data elements used by MAGIC.
- k. Review MAGIC Activity Record Printouts (ARP) for activities within the EFD area in accordance with NAVFACINST 5400.4 (latest edition) to ensure that data used by the NFADB MS is correct.
- l. Review and approve for Navy activities all "special area" assignments, deletions, and changes to ensure compatibility with NFADB records. Ensure that "special area" designations are added, deleted, or changed in conjunction with the appropriate changes to the affected property records and Facility Planning Documents (FPDs). Process "special area" transactions to the MAGIC Data Base and NFADB via the EFD computer terminal.
- m. Ensure Engineering Evaluations (EE) of Navy activities are performed in accordance with NAVFACINST 11010.44 (latest edition). Validate the correct reporting of status/utilization data and compatibility with the Shore Facilities Planning System (SFPS).
- n. Validate data forwarded by Navy activities for inclusion in the NFADB and enter via the EFD computer terminal.
- o. Initiate and coordinate a continuing NFADB MS quality improvement effort. Review NFADB reports and records, e.g., PRs, P-164, and recommend format improvements and changes. This may include requesting reprogrammed exception reports from FACSO and coordinating action to eliminate errors.
- p. Retain all PRs/APRs showing changes in Cost to Government for 90 days following the distribution of the NFADB transaction ledger containing that cost data. Work with the Plant Property Accounting Activity (PAA) and the reporting activity to resolve any discrepancies identified on the transaction ledger.

2.4 NAVAL FACILITIES ENGINEERING COMMAND HEADQUARTERS (NAVFACENGCOMHQ).

- a. Establish data elements necessary to satisfy information requirements of OSDOPNAV, GSA, HQMC and Other System users. Provide the necessary guidance to EFDs and activities to uniformly collect the data required. This is principally accomplished by writing, publishing, and distributing this manual with changes as required.
- b. Publish the annual reports required by OSD, GSA, and others.
- c. Provide special real property reports from the NFADB, requested by OPNAV, HQMC, Claimants, OSD, and others. Determine information availability, recommend format, and counsel the requester in the use of the data.
- d. Monitor costs associated with the NFADB MS at FACSO, NAVFACENGCOMHQ, and the EFDs. Initiate system changes that would prove cost effective.

- e. Review reports extracted from the NFADB for accuracy and initiate corrective action as necessary.
- f. Design edits and checks that minimize automated data entry procedures and maximize accuracy of the data.

2.5 FACILITIES SYSTEMS OFFICE (FACSO).

- a. Provide, as directed by NAVFACENGCOMHQ, the computer programming and processing required to maintain the NFADB and produce specified NFADB reports. Reports include the monthly NFADB transaction ledgers, PRs, ORs, DRs and the annual publications, NAVFAC P-164, P-77, P-319 and others.
- b. Assist NAVFACENGCOMHQ in determining the cause of errors appearing on computer-generated reports. Correct those errors which are the result of software or hardware problems.
- c. Review proposals forwarded by NAVFACENGCOMHQ for changes to the NFADB or reports generated from it. Advise regarding programming effort and cost required to accomplish these changes.
- d. Establish and maintain procedures for requesting and receiving NFADB reports via Remote Job Entry (RJE) terminals. Assist NAVFACENGCOMHQ, HQMC and EFDs in the use of terminals and software to achieve desired system output.

COMMANDANT OF THE MARINE CORPS (CMC)

- a. Administers the real property management program within the Marine Corps.
- b. Provides direction, oversight, and training to Marine Corps activities for participation in the Facilities Inventory and Planning System (FIPS).
- c. Reviews reports extracted from the NFADB for accuracy and initiates corrective action as necessary.
- d. Evaluates Marine Corps requirements for reports and program enhancements to FIPS in order to develop an efficient system to support real property utilization, facilities planning, and report composites. Coordinates requirements with FACSO and NAVFACENGCOMHQ as appropriate.
- e. Reviews and approves within the Marine Corps all "special area" assignments, deletions, and changes to ensure compatibility with NFADB records. Ensures that "special area" designations are added, deleted, or changed in conjunction with the appropriate changes to the affected property records and Facility Planning Documents (FPDs). Processes "special area" transactions to the MAGIC Data Base and NFADB.

CHAPTER 3. PROCEDURES

This chapter provides detailed procedures for the reporting of specific types of real property transactions to the NFADB. The chapter also provides guidance and procedures for actions that are common to the reporting of all types of real property transactions.

3.1 NEW CONSTRUCTION

3.1.1 New Construction--Other Than MCON.

a. **Navy activity procedures are as follows**

- (1) **Activity.** Initiate and forward Acquisition Property Record(s) (APR(s)) to include cost data and cost reference document number(s) to EFD Real Property Inventory person within 30 days of UCD or initiate APR(s) via Expanded Access.
- (2) **EFD Real Property Inventory Person.** Create new PR(s) in NFADB (not to be processed without a cost reference document number).
- (3) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to activities and PAAs. EFDs receive transaction ledgers only.
- (4) **Activity.** Forward (if additional costs become known after PR is created) marked up PR indicating cost change and cost reference document number to EFD Real Property Inventory person for entry into the NFADB or use Expanded Access to initiate these actions.

b. **Marine Corps activity procedures are as follows**(except MC activities using the Expanded Access Program (EASE), they will update their portion of the NFADB).

- (1) **Activity.** Initiate and forward APR(s) to include cost data and cost reference document number(s) to FACSO Code 1821 within 30 days of UCD.
- (2) **FACSO.** Print and distribute new PR(s) and transaction ledgers monthly to appropriate users.
- (3) **Activity.** Forward (if additional costs become known after PR is created) marked up PR indicating cost change and cost reference document number to Marine Corps Headquarters, Code LFL for entry into the NFADB or use Expanded Access to initiate these actions.

3.1.2 New Construction--MCON The following procedures will be followed for MCON funded projects only.

a. **Navy Activity procedures are as follows:**

- (1) **EFD Design Division.** Provide EFD Real Property Inventory person with a Real Property Item Estimate for each MCON project at 100% design stage.
(The Real Property Item Estimate provides an estimated cost for each real property item to be built or extended under a MCON Project. It is used to prorate total project costs to the applicable PR(s) at UCD and financial completion).
- (2) **Activity.** Initiate and forward APR(s) (without cost data) to EFD Real Property Inventory person within 30 days of activity's first use of new or extended facility i.e., UCD. For existing facilities that are extended as part of a MCON project, e.g., utilities or roads, forward marked-up PRs along with APR(s). Expanded Access users initiate these actions via the Expanded Access System.
- (3) **EFD Real Property Inventory Person.** Upon receipt of APR(s)/PR(s) from activity, request EFD Finance/Accounting (in writing) to provide accrued project costs (funded and unfunded). Note: If 60 days have passed since UCD (based on monthly report of projects reaching UCD) and APR(s) have not been received, contact activity and request APR(s).
- (4) **EFD Finance/Accounting.** Provide EFD Real Property Inventory person with accrued project costs (funded and unfunded) by Fund ID.
- (5) **EFD Real Property Inventory Person.** Prorate total project costs to applicable PRs the Real Property Item Estimate and process to the NFADB. Use Fund IDs provided by Finance/Accounting as cost reference document numbers. Provide Finance/Accounting with listings of prorated costs by PR number for each Fund ID.
- (6) **EFD Finance/Accounting.** Generate a NCF 621 for each Fund ID associated with the MCON project. Forward copy of each NCF 621 along with listing of prorated costs by PR number to appropriate PAA.
- (7) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to activities and PAAs. EFDs receive transaction ledgers only.
- (8) **EFD Finance/Accounting.** At financial completion (by Fund ID), provide EFD Real Property Inventory person with project costs not previously transferred to user.
- (9) **EFD Real Property Inventory Person.** Prorate additional project costs to applicable PRs using the Real Property Item Estimate and process to the NFADB. Use Fund IDs as cost reference document numbers. Provide Finance/Accounting with listings of prorated additional Costs by PR number for each Fund ID.

- (10) **EFD Finance/Accounting.** Generate a NCF 621 for each Fund ID having costs not previously transferred to user. Forward copy of each NCF 621 along with listing of prorated costs by PR number to appropriate PAA.
- (11) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to activities and PAAs. EFDs receive transaction ledgers only.

b. Marine Corps activity procedures are as follows

- (1) **EFD Design Division.** Provide EFD Real Property Inventory person with a Real Property Item Estimate for each MCON project at 100% design stage.
(The Real Property Item Estimate provides an estimated cost for each real property item to be built or expanded under a MCON project. It is used to prorate total project costs to the applicable PRs at UCD and financial completion).
- (2) **Activity.** Initiate and forward APR(s) (without cost data) to Marine Corps Headquarters, Code LFL, within 30 days of activity's first use of new or extended facility, i.e., UCD. For existing facilities that are extended as part of a MCON project, e.g., utilities or roads, forward marked-up PRs along with APR(s). Expanded Access users may initiate these actions via the Expanded Access System.
- (3) **EFD Real Property Inventory Person.** Upon receipt of APR(s)/PR(s) from activity, request EFD Design Division (in writing) to provide accrued project costs (funded and unfunded).
- (4) **EFD Finance/Accounting.** Provide EFD Real Property Inventory person with accrued projects costs (funded and unfunded) by Fund ID.
- (5) **EFD Real Property Inventory Person.** Prorate total project costs to APR(s)/PR(s) forwarded by activity using the Real Property Item Estimate. Annotate Fund IDs as cost reference document numbers on APR(s)/PR(s) and forward to activity. Provide Finance/Accounting with listings of prorated costs by PR number for each Fund ID.
- (6) **EFD Finance/Accounting.** Generate a NCF 621 for each Fund ID associated with the MCON project. Forward copy of each NCF 621 along with listing of prorated costs by PR number to appropriate PAA.
- (7) **Activity.** Upon receipt of annotated APR(s)/PR(s) from EFD Real Property Inventory person, forward them to FACSO Code 1821 for entry into the NFADB.
- (8) **FACSO.** Enter new PR(s) and change existing PR(s) (if applicable) in the NFADB. A cost reference document number must be processed with all cost changes. Print and distribute new PRs and transaction ledgers monthly to activities.
- (9) **EFD Finance/Accounting.** At financial completion (by Fund ID), provide EFD Real Property Inventory person with project costs not previously transferred to user.

- (10) **EFD Real Property Inventory Person.** Using prints of the PR(s) (from on-line printer) effected by the project and the Real Property Item Estimate, prorate additional project costs to PR(s). Annotate Fund IDs as cost reference document numbers and forward to activity. Provide Finance/Accounting with listings of prorated additional costs by PR number for each Fund ID.
- (11) **EFD Finance/Accounting.** Generate a NCF 621 for each Fund ID having costs not previously transferred to user. Forward copy of each NCF 621 along with listing of prorated costs by PR number to appropriate PAA.
- (12) **Activity.** Upon receipt of annotated PR(s) from EFD Real Property Inventory person, forward them to FACSO Code 1821 for entry into the NFADB.
- (13) **FACSO.** Enter Cost Changes and cost reference document numbers into the NFADB. Print and distribute new PRs and transaction ledgers monthly to activities.

3.2 CAPITAL IMPROVEMENTS

3.2.1 Capital Improvements Other Than MCON The following procedures are applicable for capital improvement and combination capital improvement/repair projects. NOTE: Repair portions of projects are not reported to the NFADB (see paragraph 3.19 for guidance).

a. **Navy activity procedures are as follows**

- (1) **Activity.** Mark up existing PR(s) to include all data changes, cost data, and cost reference document number. Forward to the EFD Real Property Inventory person within 30 days of UCD.
- (2) **EFD Real Property Inventory Person.** Check status/utilization data and make changes to the PR in the NFADB (not to be processed without a cost reference document number).
- (3) **FACSO.** Distribute new PR(s) and transaction ledger(s) monthly to activities and PAA(s). EFDs receive transaction ledgers only.
- (4) **Activity.** If final project costs are different than costs reported at UCD, indicate final costs on the appropriate PR(s) with a cost reference document number and forward to the EFD Real Property Inventory person for entry into the NFADB.

b. **Marine Corps activity procedures are as follows**

- (1) **Activity.** Mark up existing PR(s) to include, all data changes, cost data, and cost reference document number(s). Forward to FACSO Code 1821 within 30 days of the UCD.
- (2) **FACSO.** Enter changes to PR(s) in the NFADB (not to be processed without cost reference document number). Distribute new PRs and transaction ledgers monthly to appropriate users.
- (3) **Activity.** If final project costs are different than costs reported at UCD, indicate final costs on the appropriate PR(s) with a cost reference document number and forward to the FACSO Code 1821 for entry into the NFADB.

3.2.2 Capital Improvements--MCON The following procedures are applicable for military construction funded capital improvement projects and combination improvement/repair projects. NOTE: Repair portions of projects are not reported to the NFADB (see paragraph 3.19 for guidance).

a. **Navy Activity procedures are as follows:**

- (1) **EFD Design Division.** Provide EFD Real Property Inventory person with a Real Property Item Estimate for each MCON project at 100% design stage. (The Real Property Item Estimate provides an estimated cost for each real property item to be built or extended under a MCON project. It is used to prorate total project costs to the applicable PRs at UCD and financial completion).

- (2) **Activity.** Initiate and forward marked-up PR(s) to EFD Real Property Inventory person within 30 days of activity's first use of improved facility, i.e., UCD.
- (3) **EFD Real Property Inventory Person.** Upon receipt of marked-up PR(s) from activity, request EFD Design Division (in writing) to provide accrued project costs (funded and unfunded). Note: If 60 days have passed since UCD (based on monthly report of projects reaching UCD) and PR(s) have not been received, contact activity and request PR(s).
- (4) **EFD Finance/Accounting.** Provide EFD Real Property Inventory person with accrued project capital improvement costs (funded and unfunded) by Fund ID.
- (5) **EFD Real Property Inventory Person.** Prorate total project costs to applicable PR(s) using the Real Property Item Estimate and process to the NFADB. Use Fund IDs provided by Finance/Accounting as cost reference document numbers. Provide Finance/Accounting with listings of prorated costs by PR number for each Fund ID.
- (6) **EFD Finance/Accounting.** Generate a NCF 621 for each Fund ID associated with the MCON project. Forward copy of each NCF 621 along with listing of prorated costs by PR number to appropriate PAA.
- (7) **FACSO.** Print and distribute new PR(s) and transaction ledgers monthly to appropriate users.
- (8) **EFD Finance/Accounting.** At financial completion (by Fund ID), provide EFD Real Property Inventory person with project capital improvement costs not previously transferred to user.
- (9) **EFD Real Property Inventory Person.** Prorate additional project costs to applicable PRs using the Real Property Item Estimate and process to the NFADB. Use Fund IDs as cost reference document numbers. Provide Finance/Accounting with listing of additional costs by PR number for each Fund ID.
- (10) **EFD Finance/Accounting.** Generate a NCF 621 for each Fund ID having capital improvement costs not previously transferred to user. Forward copy of each NCF 621 along with listing of prorated costs by PR number to appropriate PAA.
- (11) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to appropriate users.

b. Marine Corps activity procedures are as follows

- (1) **EFD Design Division.** Provide EFD Real Property Inventory person with a Real Property Item Estimate for each MCON project at 100% design stage. (The Real Property Item Estimate provides an estimated cost for each real property item to be built or extended under a MCON Project. It is used to prorate total project costs to the applicable PRs at UCD and financial completion).
- (2) **Activity.** Initiate and forward marked-up PR(s) to EFD Real Property Inventory person within 30 days of activity's first use of improved facility, i.e. UCD.

Marine Corps (con't)

- (3) **EFD Real Property Inventory Person.** Upon receipt of marked-up PR(s) from activity, request EFD Design Division (in writing) to provide accrued project costs (funded and unfunded).
- (4) **EFD Finance/Accounting.** Provide EFD Real Property Inventory person with accrued project capital improvement costs (funded and unfunded) by Fund ID.
- (5) **EFD Real Property Inventory Person.** Prorate total project costs to PR(s) forwarded by activity using the Real Property Item Estimate. Annotate Fund IDs as cost reference document numbers on PR(s) and forward to activity. Provide Finance/Accounting with listings of prorated costs by PR number for each Fund ID.
- (6) **EFD Finance/Accounting.** Generate a NCF 621 for each Fund ID associated with the MCON project. Forward copy of each NCF 621 along with listing of prorated costs by PR number to appropriate PAA.
- (7) **Activity.** Upon receipt of annotated PR(s) from EFD Real Property Inventory person, forward them to FACSO Code 1821 for entry into the NFADB Note: Upon full implementation of the expanded access project, Marine Corps activities will enter new PRs into the NFADB via computer terminal.
- (8) **FACSO.** Change existing PR(s) in the NFADB. A cost reference document number must be processed with all cost changes. Print and distribute new PRs and transaction ledgers monthly to activities.
- (9) **EFD Finance/Accounting.** At financial completion (by Fund ID), provide EFD Real Property Inventory person with project capital improvement costs not previously transferred to user.
- (10) **EFD Real Property Inventory Person.** Using prints of the PR(s) (from on-line printer) effected by the project and the Real Property Item Estimate, prorate additional project costs to PR(s). Annotate Fund IDs as cost reference document numbers and forward to activity. Provide Finance/Accounting with listings of prorated additional costs by PR number for each Fund ID.
- (11) **EFD Finance/Accounting.** Generate a NCF 621 for each Fund ID having capital improvement costs not previously transferred to user. Forward copy of each NCF 621 along with listing of prorated costs by PR number to appropriate PAA.
- (12) **Activity.** Upon receipt of annotated PR(s) from EFD Real Property Inventory person, forward them to FACSO Code 1821 for entry into the NFADB.
- (13) **FACSO.** Enter cost changes and cost reference document numbers into the NFADB. Print and distribute new PRs and transaction ledgers monthly to activities.

3.3 DEMOLITIONS A Report of Excess is to be completed by the Activity prior to any disposal action. Please refer to paragraph 3.14 for appropriate procedures.

a. **Navy Activity procedures are as follows**

- (1) **Activity.** Upon completion of demolition, mark up existing PR for each facility and partial facility demolished and forward to EFD Real Property Inventory person. Include the disposal date, disposal method, and contract number, if applicable. NOTE: The cost of demolition is never considered a capital expenditure toward the facility demolished. The cost of demolition will be considered as part of the cost of a new facility when the demolition is accomplished as part of a military construction project.
- (2) **EFD Real Property Inventory Person.** Verify data completeness and create Disposal Record(s) (DR) and/or modify PR(s) in NFADB.
- (3) **FACSO.** Print and distribute DRs, new PR(s) and transaction ledgers monthly to all concerned.

b. **Marine Corps activity procedures are as follows**

- (1) **Activity.** Upon completion of demolition, mark up existing PR for each facility and partial facility demolished and forward to FACSO Code 1821. Include the disposal date, disposal method and contract number if applicable. NOTE: The cost of demolition is never considered a capital expenditure toward the facility demolished. The cost of demolition will be considered as part of the cost of a new facility when the demolition is accomplished as part of a construction project
- (2) **FACSO.** Create DR(s) and/or modify PR(s) in NFADB. Print and distribute DRs, new PR(s) and transaction ledgers monthly to all concerned.

3.4 INGRANTS

3.4.1 Ingrants, New An ingrant is a contract or agreement (lease, license, or permit) conveying real property use to the Navy, usually for a specified consideration (rent or other remuneration). Only ingrants with terms of 1 year or more should be entered into the NFADB.

a. **Navy activity procedures for ingrants are as follows**

- (1) **EFD Real Estate Division.** Upon execution of an ingrant, call activity for a PR number. For Class 1 ingrants, add PR(s) to NFADB. For Class 2 ingrants, add PR(s) (less status/utilization data) to NFADB and forward print of PR(s) (less status/utilization data) to activity for completion.
- (2) **Activity.** For Class 2 ingrants, complete status/utilization data on PR print forwarded by EFD Real Estate Division and send to EFD Real Property Inventory person.
- (3) **EFD Real Property Inventory Person.** Add Status/utilization data to Class 2 PR in NFADB.
- (4) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to appropriate users.

b. **Marine Corps Activity procedures for ingrants are as follows:**

- (1) **EFD Real Estate Division.** Upon execution of an ingrant, complete ingrant data on APR(s) and forward APR(s) to activity.
- (2) **Activity.** Complete remaining data elements, including PR number, on APR and forward to FACSO, Code 1821.
- (3) **FACSO.** Add PR(s) to NFADB. Print and distribute new PRs and transaction ledgers monthly to all concerned.

3.4.2 Ingrants, Renewals

a. **Navy Activity procedures are as follows**

- (1) **EFD Real Estate Division.** Upon renewal of an ingrant, change PR(s) ingrant, in the NFADB. For Class 2 ingrants, forward print of updated Class 2 PR to EFD Real Property Inventory Person for information.
- (2) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to all concerned.

b. **Marine Corps activity procedures are as follows**

- (1) **EFD Real Estate Division.** Upon renewal of an ingrant, annotate prints of associated PR(s) with applicable changes and forward to the reporting activity.
- (2) **Activity.** Forward annotated PR(s) to FACSO Code 1821.
- (3) **FACSO.** Change PR(s) in NFADB. Print and distribute new PRs and transaction ledgers monthly to appropriate users.

3.4.3 Ingrant Terminations

a. **Navy Activity procedures are as follows**

- (1) **EFD Real Estate Division.** Upon termination of an ingrant, create DR(s) in the NFADB. For Class 2 ingrants, forward print of DR to EFD Real Property Inventory person for information.
- (2) **FACSO.** Print and distribute DRs and transaction ledgers monthly to all concerned.

b. **Marine Corps activity procedures are as follows**

- (1) **EFD Real Estate Division.** Upon termination of an ingrant, annotate prints of associated PR(s) with termination date and disposal method code "A" and forward to the reporting activity.
- (2) **Activity.** Forward annotated the marked up PR(s) to FACSO, Code 1821.
- (3) **FACSO.** Create DR(s) in the NFADB. Print and distribute DRs and transaction ledgers monthly to all concerned.

3.5 OUTGRANTS

3.5.1 Outgrants, New. An outgrant is a contract or agreement conveying the use of Department of Navy real property to someone (either a government agency or private concern), usually for a specified consideration (rent or other remuneration). An easement, lease, license, permit, or use agreement granted by the Department of Navy is an outgrant. Only outgrants with terms of more than 1 year or outgrants which provide for payment of rent or fees regardless of term are to be included in the NFADB.

a. **Navy Activity procedures are as follows:**

- (1) **EFD Real Estate Division.** Upon execution of a Class 1 outgrant, add Outgrant Record (OR) to NFADB and adjust utilization data on related PR. Upon execution of a Class 2 outgrant, add OR to NFADB and forward prints of OR and related PR to activity for adjustment of status/utilization data.
- (2) **Activity.** For Class 2 outgrants, adjust status/utilization data on PR print forwarded by EFD Real Estate Division and send to EFD Real Property Inventory person.
- (3) **EFD Real Property Inventory person.** Adjust status/utilization data on PR in NFADB.
- (4) **FACSO.** Print and distribute new PRs, ORs, and transaction ledgers monthly to appropriate users.

b. **Marine Corps activity procedures are as follows**

- (1) **EFD Real Estate Division.** Upon execution, forward copy of outgrant contract or agreement to reporting activity.
- (2) **Activity.** Modify status/utilization data on associated PR to reflect current uses and users. Mark outgrant data (DEs 214-226 and 229-231) from outgrant contract or agreement on PR and forward to FACSO, Code 1821.
- (3) **FACSO.** Add Outgrant Record to NFADB and change use/user data on associated PR(s). Print and distribute PRs, ORs, and transaction ledgers monthly to appropriate users.

3.5.2 Outgrants, Renewal.

a. **Navy Activity procedures are as follows**

- (1) **EFD Real Estate Division.** Upon renewal of an outgrant, change OR in the NFADB. For Class 2 outgrants, forward print of updated OR to EFD Real Property Inventory person for information.
- (2) **FACSO.** Print and distribute new PRs, ORs, and transaction ledgers monthly to appropriate users.

b. **Marine Corps activity procedures are as follows:**

- (1) **EFD Real Estate Division.** Upon renewal of an outgrant, annotate print of OR with applicable changes and forward to the reporting activity.
- (2) **Activity.** Forward annotated OR to FACSO, Code 1821.
- (3) **FACSO.** Change OR in the NFADB. Print and distribute new PRs, ORs, and transaction ledgers monthly to appropriate users.

3.5.3 Outgrants, Termination.

a. **Navy activity procedures are as follows:**

- (1) **EFD Real Estate Division.** Upon termination of a class 1 outgrant, adjust utilization data on related PR and delete OR from the NFADB. Upon termination of a Class 2 outgrant, provide EFD Real Property Inventory person with print of OR annotated to indicate outgrant has been terminated.
- (2) **EFD Real Property Inventory Person.** For Class 2 outgrants, coordinate with the reporting activity to adjust status/utilization data on the associated PR to reflect current uses and users. Delete OR from the NFADB.
- (3) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to all concerned.

b. **Marine Corps activity procedures are as follows:**

- (1) **EFD Real Estate Division.** Upon termination of an outgrant, annotate print of OR with termination date and forward to reporting activity.
- (2) **Activity.** Adjust status/utilization data on associated PR to reflect current uses and users. Forward marked up PR and OR to FACSO, Code 1821.
- (3) **FACSO.** Delete OR and adjust PR in the NFADB. Print and distribute new PR and transaction ledgers monthly to appropriate users.

3.6 FACILITIES FOUND BY INSPECTION Occasionally a facility may be found at an activity which is not recorded in the NFADB. In this event, an effort should be made to identify the method of acquisition and government cost from available sources.

a. **Navy activity procedures are as follows:**

- (1) If found by the activity:
 - (a) **Activity.** Determine if facility is owned by or ingranted to Navy. If facility is owned, determine how facility was built, i.e., self-help, job order(s), station contract or MCON. If Navy owned and built by other than MCON, attempt to find cost records. Complete an APR and forward to EFD Real Property Inventory person. If facility is ingranted or found to be built by MCON, so note on APR. If facility is owned, built by other than MCON, and cost records cannot be found, record an estimated cost on APR.
 - (b) **EFD Real Property Inventory Person.** Review the APR. If activity has noted on APR that facility is ingranted, contact EFD Real Estate Division for details and process ingrant to NFADB. If activity has noted on APR that facility is Navy owned and was built by MCON, contact EFD Codes 04 and 013 for assistance in determining government cost. If cost data cannot be found, request Design Division to develop an estimated cost and create PR in NFADB. If facility was built by other than MCON, ensure activity developed cost estimate is reasonable and create PR in NFADB.
- (2) If found by the EFD during an Engineering Evaluation:
 - (a) **EFD Real Property Inventory Person.** Determine if facility is owned by or ingranted to Navy. If facility is ingranted, complete a partial APR, acquire additional data from EFD Real Estate Division upon return to EFD, and process ingrant to NFADB. If facility is owned and found to be built by MCON, complete a partial APR, acquire additional data from EFD Codes 04 and 013 upon return to EFD, and create PR in NFADB. If cost data cannot be found, develop an estimated cost. If facility was built by other than MCON, complete a partial APR and leave with activity for their investigation of cost records.

- (3) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to appropriate users.
- b. **Marine Corps activity procedures are as follows:**
- (1) **Activity.** Determine if facility is owned by or ingranted to Department of Navy. If facility is owned, determine how facility was built, i.e., self help, job order(s), station contract or MCON. If owned and built by other than MCON, attempt to find cost records. If cost records cannot be found, record and estimated cost on APR. If facility is ingranted, contact Real Estate Division for cost data and copy of the ingrant document. If the facility was built through MCON, obtain the background data and submit to FACSO for input into the NFADB.
- (2) **Activity.** Forward APRs to FACSO Code 1821.
- (3) **FACSO.** Add PR(s) to NFADB. Print and distribute new PRs and transaction ledgers monthly to appropriate users.

3.7 PURCHASES/CONDEMNATIONS OF LAND

3.7.1 Purchases/Condemnations of Land--MCON Funds

a. **Navy Activity procedures are as follows:**

- (1) **EFD Real Estate Division.** Upon execution of a deed or filing of a Declaration of Taking, establish a PR number. Provide the PR number along with a breakout of costs to be capitalized and costs to be charged as an expense (see NAVCOMPT Manual, Volume 3, Chapter 6), to EFD Design Division.
- (2) **EFD Design Division.** Generate a NCF 621 and cite the PR number(s) on the NCF 621. Provide a copy to EFD Real Estate Division.
- (3) **EFD Real Estate Division.** Enter new PR into NFADB with the NCF 621 number as the cost reference document number.
- (4) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to activities, PAAs and EFDs (if requested).

b. **Marine Corps activity procedures are as follows:**

- (1) **EFD Real Estate Division.** Upon execution of a deed or filing of a Declaration of Taking, establish a PR number. Provide the PR number along with a break-out of costs to be capitalized and costs to be charged as an expense (see NAVCOMPT Manual, Volume 3, Chapter 6) to EFD Design Division.
- (2) **EFD Design Division.** Generate a NCF 621, and cite the PR number on the NCF 621. Provide a copy to EFD Real Estate Division.
- (3) **EFD Real Estate Division.** Complete and forward an APR to Marine Corps activity. Cite NCF 621 number as cost reference document number on APR.
- (4) **Activity.** Forward APR to FACSO Code 1821 for entry into the NFADB. Mark-up acreage break-down, i.e., Data Elements 351-355 on APR.
- (5) **FACSO.** Enter new PR into NFADB with the NCF 621 number as the cost reference document number. Print and distribute new PRs and transaction ledgers monthly to activities.

3.7.2 Purchase/Condemnation of Land--Other Than MCON Funds.

a. Navy Activity procedures are as follows

- (1) **EFD Real Estate Division.** Upon execution of a deed or filing of a Declaration of Taking, create new PR in NFADB. Enter only those costs to be capitalized (see NAVCOMPT Manual, Volume 3, Chapter 6) and cite document number of funding document received from activity or claimant as the cost reference document number.
- (2) **FASCO.** Print and distribute new PRs and transaction ledgers monthly to activities, PAAs and EFDs.

b. Marine Corps activity procedures are as follows:

- (1) **EFD Real Estate Division.** Upon execution of a deed or filing of a Declaration of Taking, complete and forward an APR to Marine Corps activity. Record only those costs to be capitalized (see NAVCOMPT Manual, Volume 3, Chapter 6) and cite document number of funding document received from activity as the cost reference document number.
- (2) **Activity.** Forward APR to FACSO Code 1821 for entry into the NFADB. Mark-up acreage break-down, i.e., Data Elements 351-355 on APR.
- (3) **FACSO.** Enter new PR into NFADB (not to be processed without a cost reference document number). Print and distribute new PRs and transaction ledgers monthly to appropriate users.

3.8 DONATIONS

3.8.1 Donations--Land.

a. Navy activity procedures are as follows

- (1) **EFD Real Estate Division.** Upon execution of a donation agreement, enter new PR into NFADB with an estimate of fair value entered in "cost to government" field.
- (2) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to appropriate users.

b. **Marine Corps activity procedures are as follows**

- (1) **EFD Real Estate Division.** Upon execution of a donation agreement, complete and forward an APR to Marine Corps activity. Place an estimate of fair value in "cost to government" field on APR.
- (2) **Activity.** Forward APR to FACSO Code 18211 for entry into the NFADB.
- (3) **FACSO.** Enter new PR into the NFADB. Print and distribute new PRs and transaction ledgers monthly to appropriate users.

3.8.2 Donations--Buildings/Structures.

a. Navy activity procedures are as follows

- (1) EFD Real Estate Division. Upon execution of a donation agreement, pass copy of agreement to EFD Real Property Inventory person along with an estimate of fair value of the property.
- (2) EFD Real Property Inventory Person. Mark-up APR with information available and forward to activity for completion.
- (3) Activity. Complete APR and forward to EFD Real Property Inventory person.
- (4) EFD Real Property Inventory Person. Create new PR in NFADB.
- (5) FACSO. Print and distribute new PRs and transaction ledgers monthly to appropriate users.

b. Marine Corps activity procedures are as follows

- (1) EFD Real Estate Division. Upon execution of a donation agreement, mark-up APR with information available including an estimate of fair value (to be placed in "cost to government" field on APR) and forward to activity.
- (2) Activity. Complete APR and forward to FACSO Code 1821.
- (3) FACSO. Create new PR in NFADB. Print and distribute new PRs and transaction ledgers monthly to appropriated users.

3.9 EXCHANGES OF PROPERTY. These actions normally involve the exchange of land parcels between the Department of the Navy and state/local governments. There may be buildings and/or structures located on the land parcels involved. Normally, exchanges are executed at equal value, i.e., dollar for dollar.

a. Navy activity procedures are as follows

- (1) EFD Real Estate Division. Upon execution of an exchange agreement, delete the applicable land PR from the NFADB or perform a PR split-out (see paragraph 3.16) if appropriate. Create a new land PR in the NFADB with the "cost to government" field carrying the same value as the deleted PR. If buildings and/or structures are involved, pass a copy of the exchange agreement to EFD Real Property Inventory person. If buildings and/or structures exist on the upcoming parcel of land and they are to be retained for Navy use, provide an estimate of value for each building and/or structure.
- (2) EFD Real Property Inventory Person. If Navy buildings and/or structures are involved in the exchange, delete the applicable PRs from the NFADB. If buildings and/or structures exist on the incoming parcel of land and they are to be retained for Navy use, mark-up APR(s) with information available and forward to gaining activity for completion.

- (3) **Activity.** Complete and return any APR(s) forwarded by the EFD Real Property Inventory person.

- (4) **EFD Real Property Inventory Person.** Create new PR(s) in the NFADB.

- (5) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to appropriate users.

b. **Marine Corps activity procedures are as follows**

- (1) **EFD Real Estate Division.** Upon execution of an exchange agreement, complete and forward an APR covering the upcoming land parcel to Marine Corps activity. If buildings and/or structures exist on the incoming parcel of land and they are to be retained for Marine Corps use, forward APR(s) with an estimate of value for each building and/or structure shown in "cost to government" field on APR.
- (2) **Activity.** Mark-up PR covering outgoing land parcel with appropriate disposal data or perform a PR split-out (see paragraph 3.16) if appropriate. Mark-up acreage breakdown, i.e., Data Elements 351-355 on APR covering incoming parcel of land. If Marine Corps buildings and/or structures are located on the outgoing parcel of land, mark-up appropriate PR(s) with disposal data. If buildings and/or structures exist on the APRs forwarded by EFD Real Estate Division, forward PR(s)/APR(s) to FACSO Code 1821.
- (3) **FACSO.** Process all changes to the NFADB. Print and distribute new PRs and transaction ledgers monthly to appropriate users.

3.10 REASSIGNMENTS. A reassignment refers to an action involving the change in custody and control of real property from one Navy or Marine Corps activity to another. Procedures for initiating and obtaining approvals for reassignments between Navy activities are provided in NAVFACINST 11010.44, Shore Facilities Planning Manual. The following procedures begin after the Navy major claimant(s) and/or Headquarters Marine Corps approve a reassignment action.

a. **Navy activity procedures are as follows**

- (1) **EFD Real Property Inventory Person** (for Class 2 reassignments). After receiving the approved reassignment package, verify current PR number(s) with losing activity. Obtain new PR number(s), facility status/utilization data from gaining activity. Process reassignment action and status/utilization changes to NFADB.
- (2) **EFD Real Estate Division** (for Class 1 reassignments). After receiving the approved reassignment package, process reassignment action to NFADB.
- (3) **FACSO.** Print and distribute new PRs, DRs, and transaction ledgers monthly to appropriate users.

b. **Marine Corps activity procedures are as follows**

- (1) **Receiving Activity.** Obtain copy of PR(s) for the facility(s) to be reassigned from losing activity. Mark-up PR(s) by writing "REASSIGNMENT" in bold letters at the top of the PR(s). Also, mark the new reporting activity UIC, PR number(s), facility number(s), special area code(s) (if applicable) and status/utilization data. Forward marked-up PR(s) to FACSO.
- (2) **FACSO.** Process reassignment action and status/utilization changes to NFADB. Print and distribute new PRs, DRs, and transaction ledgers monthly to appropriate users.

3.11 TRANSFERS. Procedures for initiating and obtaining approvals for transfers are explained in NAVFAC P-73, Real Estate Procedures Manual. The following procedures begin with those actions related to the NFADB MS.

3.11.1 Transfer In A transfer (in) refers to a real estate action involving the change in custody and control of real property from another military department, the Coast Guard, or other Federal department or agency to the Department of the Navy.

a. **Navy activity procedures are as follows**

- (1) **EFD Real Estate Division.** Forward DD Form 1354, Transfer & Acceptance of Military Real Property to receiving activity for acceptance signature.
- (2) **Activity.** Return signed DD Form 1354 to EFD Real Estate Division. Prepare APR(s) for all Class 2 facilities acquired and forward to EFD Real Property Inventory person with a copy of the DD Form 1354.
- (3) **EFD Real Property Inventory Person.** For Class 2 property, check status/utilization data and add PR(s) to the NFADB.
- (4) **EFD Real Estate Division.** For class 1 property, add PR(s) to the NFADB.
- (5) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to appropriate users.

b. **Marine Corps activity procedures are as follows**

- (1) **EFD Real Estate Division.** Forward DD Form 1354, Transfer & Acceptance of Military Real Property to receiving activity for acceptance signature.
- (2) **Activity.** Return signed DD Form 1354 to EFD Real Estate Division. Prepare APR(s) for all facilities acquired and forward to FACSO with a copy of the DD Form 1354.
- (3) **FACSO.** Add PR(s) to the NFADB. Print and distribute new PRs and transaction ledgers monthly to appropriate users.

3.11.2 Transfers Out A transfer (out) refers to a real estate action involving the change in custody and control of real property from the Department of the Navy to another military department, the Coast Guard, or other Federal department or agency.

a. **Navy activity procedures are as follows**

- (1) **EFD Real Estate Division.** For Class 2 property, forward to EFD Real Property Inventory person a copy of the completed DD Form 1354 with acceptance signature and PR number for each item being transferred. For class 1 property, delete PR(s) from NFADB.
- (2) **EFD Real Property Inventory Person.** Delete Class 2 PR(s) from NFADB.
- (3) **FACSO.** Print and distribute DRs and transaction ledgers monthly to appropriate users.

b. **Marine Corps activity procedures are as follows**

- (1) **EFD Real Estate Division.** Forward to activity a copy of the completed DD Form 1354 with acceptance signature and PR number for each item being transferred.
- (2) **Activity.** Mark-up PR(s) with disposal method code and date and forward to FACSO.
- (3) **FACSO.** Delete PR(s) from NFADB. Print and distribute DRs and transaction ledgers monthly to appropriate users.

3.12 SPECIAL AREA ADDITIONS/DELETIONS. Special areas (SAs) are assigned by a host activity, EFD, or HQMC to identify sites that are remote from the main activity. Installations or remote sites located in a state other than the main activity will be designated as special areas. Special areas should be deleted from PRs when they no longer serve any useful function and should be deleted from the MAGIC data base when they no longer appear on any PRs or in the SFPS.

a. **Navy activity procedures are as follows**

- (1) **Activity.** Request addition/deletion of SA by letter to the EFD Real Property Inventory person. The letter should include the reason for addition/deletion, marked up Activity Record Printout (ARP) from the MAGIC System, and a list of affected PRs.
- (2) **EFD Real Property Inventory Person.** Review request for completeness and interface with the NFADB and SFPS. If approved for addition, add SA to MAGIC data base, then add SA to affected PRs. If approved for deletion, delete SA from all PRs and all SFPS documents as described in NAVFACINST 11010.44, (latest edition) Shore Facilities Planning Manual, then delete from MAGIC data base. If disapproved, notify activity by letter stating the reason for the disapproval.
- (3) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to appropriate users.

b. **Marine Corps activity procedures are as follows**

- (1) **Activity.** Process special area changes in accordance with MCO 11000.12. Forward marked up PRs to FACSO.
- (2) **FACSO.** Make changes to PR(s). Print and distribute new PRs and transaction ledgers monthly to appropriate users.

3.13 CONSOLIDATIONS A consolidation should be initiated when two or more PRs have previously been created for segments of the same facility. One PR should be chosen to report the facility; the other(s) will be deleted by a disposal action.

a. **Navy activity procedures are as follows**

- (1) **Activity.** Choose one PR to report the consolidated facility. This PR will show the cost to U.S. Government as the sum of the entries in that data element (DE) of all the PRs being consolidated. Other DEs are to be adjusted as necessary to reflect the physical measurements and capacity of the consolidated facility. Mark up each PR to be deleted, with disposal method code "C" and the disposal date, and forward to the EFD Real Property Inventory person with the PR reporting the consolidated facility.

- (2) **EFD Real Property Inventory Person.** Review proposed consolidation for consistency. Process changes to the NFADB.
- (3) **FACSO.** Print and distribute PRs, DRs, and transaction ledgers monthly to all concerned.

b. **Marine Corps activity procedures are as follows**

- (1) **Activity.** Choose one PR to report the consolidated facility. This PR will show the cost to U.S. Government as the sum of the entries in that DE of all the PRs being consolidated. Other DEs are to be adjusted as necessary to reflect the physical measurement and capacity of the consolidated facility. Markup each PR to be deleted with disposal method code "C", the disposal date, and forward to FACSO with the PR reporting the consolidated facility.
- (2) **FACSO.** Process changes to the NFADB. Print and distribute PRs and transaction ledgers to appropriate users.

3.14 REPORTS OF EXCESS Properties that are reported excess are to be flagged in the NFADB so that information concerning these facilities can be readily assembled into reports to OSD, OPNAV, HQMC and others.

a. **Navy Activity procedures are as follows**

- (1) **Activity.** Complete Report of Excess (SF 118) with required attachments and forward to EFD Real Estate Division via major claimant in accordance with NAVFAC P-73, Real Estate Procedures Manual. If only a portion of a property record for land, structure or a utility system is to be reported excess, the activity should initiate a split-out in accordance with paragraph 3.16, separating the portion to be excessed from the portion to be retained. The proposed split-out will then be forwarded along with the Report of Excess (SF118).
- (2) **EFD Real Estate Division.** For Class 2 property forward to EFD Real Property Inventory person a copy of the Report of Excess with the accompanying SF 118a (for buildings, structures, and utilities) and any proposed split-outs. For class 1 property enter excess action code 1, "Declaration of Excess" in DE 604 and the date in DE 605 to applicable PR in the NFADB.
- (3) **EFD Real Property Inventory Person.** Determine whether the proposed excesses are in conformance with the Shore Facilities Planning System and the activity Master Plan. If approved, process requested split-out (if applicable) and change PR(s) in the NFADB by entering excess action code 1, "Declaration of Excess" in DE 604 and the date in DE 605. Verify PR associated data on the SF118a and return results of verification to EFD Real Estate Division.

- (4) **EFD Real Estate Division.** Ensure that required approvals have been obtained prior to any disposal action in accordance with NAVFAC P-73. Process Report of Excess. The result of this processing will be one of the following:
- (a) Reassignment--See paragraph 3.10.
 - (b) Transfer within DOD--See paragraph 3.11.
 - (c) Report excess property to GSA--Forward copy of action letter with Report of Excess to EFD Real Property Inventory person for Class 2 property.
 - (d) Determine the facility to be surplus; approve for disposal. Forward copy of action letter to EFD Real Property Inventory person, for Class 2 property. For class 1 property, enter appropriate excess action code and date on the PR in the NFADB (See (5) below).
- (5) **EFD Real Property Inventory Person.** For property reported to GSA as excess, enter excess action Code 2, "Excessed to GSA" in DE 604 and the date in DE 605 on the PR in the NFADB. For property approval for disposal, enter excess action Code 3, "Approved for Disposal" in DE 604 and the date in DE 605.
- (6) **FACSO.** Print and distribute PRs, DRs and transaction ledgers monthly to appropriate users

b. Marine Corps activity procedures are as follows

- (1) **Activity.** Complete Report of Excess (SF 118) with required attachments in accordance with NAVFAC P-73, Real Estate Procedures Manual, and forward to the EFD Real Estate Division Via HQMC. If only a portion of a property record for land, structure, or utility system is to be reported excess, the activity should initiate a split-out in accordance with paragraph 3.16, separating the portion to be excessed from the portion to be retained. The proposed split-out will then be forwarded along with the Report of Excess.
- (2) **HQMC.** If excess action is approved, forward copy of the Report of Excess and the SF 118a along with any request for split-out to FACSO. Forward Report of Excess with enclosures to EFD Real Estate Division.
- (3) **FACSO.** Process requested split-out (if applicable) and change PR(s) by entering excess action code 1, "Declaration of Excess" in DE 604 and the date in DE 605.
- (4) **EFD Real Estate Division.** Ensure that required approvals have been obtained prior to any disposal action in accordance with NAVFAC P-73, Chapter 23,. Process the Report of Excess. The result of the processing will be one of the following:
- (a) Reassignment--See paragraph 3.10.
 - (b) Transfer within DOD--See paragraph 3.11.

- (c) Report excess property to GSA--Forward copy of action letter with Report of Excess to activity.
- (d) Determine the facility to be surplus; approve for disposal. Forward action letter to activity.
- (5) **Activity.** For property reported to GSA as excess, enter excess action code 2 "Excessed to GSA" in DE 604 and the date in DE 605 on the existing PR and forward to FACSO. For property approved for disposal, enter excess action code 3, "Approved for Disposal" in DE 604 and the date in DE 605 and forward to FACSO.
- (6) **FACSO.** Process changes to the NFADB. Print and distribute PRs, DRs and transaction ledgers monthly to all concerned.

3.15 FINANCIAL LIABILITY INVESTIGATION OF PROPERTY LOSS.

There are certain circumstances where property records should be removed from the NFADB and the circumstances are not covered by a normal disposal action, (demolition, reassignment, transfer or sale). These circumstances occur:

- **when** a Class 2 facility covered by a property record is determined by inspection not to exist.
- **when** a Class 2 facility is eliminated or damaged beyond economic rehabilitation by a disaster, (hurricane, typhoon, tornado, flood, earthquake, fire, etc.).
- **when** a Class 2 facility has been rendered unusable by new construction and the cost of removal would exceed the salvage value.
- **when** a Class 2 the facility has been rendered unusable by deterioration to the extent that it will not be repaired or rehabilitated.
- **when** a Class 2 facility has become unusable because it constitutes a hazard to the health and safety of personnel not rectifiable by a reasonable expenditure of funds.

NOTE: In the instances noted above no FLIPL has to be initiated.

Removal of property records under these circumstances is accomplished by Financial Liability Investigation of Property Loss report. Property with a value of less than \$1000, meeting the conditions noted above, may be demolished and removed from the records with an appropriately marked up PR forwarded to EFD Real Property Inventory person for Navy activities and FACSO for Marine Corps activities, not having on line access to the NFADB. Expanded Access Program (EASE) users will adjust the data as appropriate.

Instructions pertaining to the use of the Financial Liability Investigation of Property Loss Report, DD Form 200 are contained in DOD Instruction 7200.IOM. When the report of survey is considered applicable, follow the procedures given below.

a. **Navy activity procedures are as follows**

- (1) **Activity.** Attach copy of approved DD Form 200 to marked up PR and forward to EFD Real Property Inventory person.
- (2) **EFD Real Property Inventory Person.** Delete PR(s) from NFADB.
- (3) **FACSO.** Print and distribute DRs and transaction ledgers monthly to appropriate users.

b. **Marine Corps activities**

- (1) **Activity.** Attach copy of approved DD Form 200 to marked up PR and forward to HQMC, Code LFL. For facilities approved for disposal (see paragraph 3.14) which meet the conditions listed above, the DD Form 200 should include the investigative report condition, cause, responsibility, recommendation, environmental impact, and historical significance. The submittal package should also include a copy of the property record(s), a map showing location of the facility(s) involved and photographs showing the entire facility(s).
- (2) **HQMC.** If report of survey is approved, forward copy of DD Form 200 and marked up PR(s) to FACSO.
- (3) **FACSO.** Delete PR(s) from NFADB. Print and distribute DR(s) and transaction ledgers monthly to appropriate users.

3.16 SPLIT-OUTS. A split-out should be initiated when a portion of an existing facility (building, land, structure or utility) is reported excess (see paragraph 3.14) or when it is found that more than one facility type is reported on an existing PR.

a. **Navy activity procedures are as follows**

- (1) **Activity.** Complete an APR to reflect data that will be shown on the new PR. Mark up the existing PR to reflect the reduced measurements/capacity of the resultant split-out facility. The sum of the entries for DE 204, Cost to U.S. Government, reported on the marked up PR and the APR, must equal the entry for that data element as listed in the NFADB for the facility prior to the split-out. Forward the APR and marked up PR to the EFD Real Property Inventory person.
- (2) **EFD Real Property Inventory person.** Review split out for appropriateness. Add new PR and change existing PR in NFADB.
- (3) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to appropriate users.

b. **Marine Corps activity procedures are as follows**

- (1) **Activity.** Complete an APR to reflect data that will be shown on the new PR. Mark up the existing PR to reflect the reduced measurements/capacity of the resultant split-out facility. The sum of the entries for DE 204, Cost to U.S. Government, reported on the marked up PR and the APR must equal the entry for that data element as listed in the NFADB for the facility prior to the split-out. Forward the APR and marked up PR to FACSO.
- (2) **FACSO.** Add new PR and change existing PR in NFADB. Print and distribute new PRs and transaction ledgers monthly to appropriate users.

3.17 STATUS/UTILIZATION DATA ELEMENT CHANGES.

- a. **Navy activities.** Status/Utilization data elements are used in the Shore Facilities Planning System (SFPS) as described in NAVFACINST 11010.44 (latest edition). Procedures for changes to these data elements during an Engineering Evaluation (EE) are described in that instruction. Procedures for activity-initiated changes are as follows:
- (1) **Activity.** Mark up PR or EE worksheet as specified by the local EFD with the appropriate changes. When changes are made to areas, check to be sure that the total area shown for all uses and users equals the total area of the facility (DE 304). When changes are made to the condition of the facility (for example, changing adequate to substandard) documentation should be attached to the PR(s)/EE worksheets describing the reason for the proposed change, the deficiencies of the facility, and how they impair or prohibit its use for its designated function. The attachment of photographs is encouraged. All documentation and the marked up PR/EE worksheet is to be forwarded to the EFD Real Property Inventory person.

- (2) **EFD Real Property Inventory person.** Review data for appropriateness and consistency with other SFPS data. If acceptable, the EFD should then make adjustments to the NFADB. If not acceptable, notify the activity and hold proposed changes for resolution during the next site visit.
 - (3) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to appropriate users.
- b. **Marine Corps activities.** Marine Corps activities should handle changes to status/utilization data elements in the same fashion as Miscellaneous Corrections, paragraph 3.20.

3.18 RELOCATABLE BUILDINGS

3.18.1 Relocatable Buildings, New Many Navy and Marine Corps activities use relocatable buildings. OPNAVINST 11010.33 and MCO P11000.12 provide procedures for the authorization, acquisition, use, and disposition of these buildings. If a relocatable building was acquired with military or minor construction funds, it must be reported to the NFADB.

a. **Navy activity procedures are as follows**

- (1) **Activity.** Complete an APR and forward to the EFD Real Property Inventory person.
- (2) **EFD Real Property Inventory Person.** Verify information shown on the APR and add PR to the NFADB.
- (3) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to all concerned.

b. **Marine Corps activity procedures are as follows**

- (1) **Activity.** Complete an APR and forward to FACSO.
- (2) **FACSO.** Add PR to the NFADB. Print and distribute new PRs and transaction ledgers monthly to appropriate users.

3.18.2 Relocatable Buildings Found By Inventory Occasionally a relocatable building may be found at an activity that is not in the NFADB; circumstances indicate that it should be in the NFADB, and the funding source is unknown; OPNAVINST 11010.44 and MCO P11000.12 (latest versions) provide guidance on securing necessary approvals for entry to the NFADB.

a. **Navy Activity procedures are as follows**

- (1) **Activity.** After acquiring necessary approvals, complete an APR with an estimated cost in DE 204 and code IB in DE 201 and forward to the EFD Real Property Inventory person.

- (2) **EFD Real Property Inventory Person.** Check status/utilization data and estimated cost and add PR to the NFADB.
- (3) **FACSO.** Print and distribute new PRs and transaction ledgers monthly to appropriate users.

b. **Marine Corps activity procedures are as follows**

- (1) **Activity.** After acquiring necessary approvals, complete an APR with an estimated cost in DE 204 and code IB in DE 201 and forward to FACSO.
- (2) **FACSO.** Add PR to the NFADB. Print and distribute new PRs and transaction ledgers monthly to all concerned.

3.19 REPAIR PROJECTS Projects for the repair of existing facilities will normally not require any change to the NFADB other than possible deletion of deficiency codes (DEs 524, 525, 526). Deletions of deficiency codes should be processed in the same manner as other status/utilization data changes (see paragraph 3.17). If other changes are necessary, procedures listed under Miscellaneous Corrections, paragraph 3.20, should be followed. Remember that costs associated with the repair, maintenance, or rearrangement of facilities are not to be reported to the NFADB. Please see APPENDIX B of this publication for further guidance.

3.20 MISCELLANEOUS CORRECTIONS Property records should be reviewed by the activity when received in the monthly mailing from FACSO, by visually inspecting each facility during Continuous Inspections (see NAVFAC MO 322), and on any other occasion when the validity of the data reflected in a report from the NFADB is in question. As a result of any of these reviews, erroneous data may be found and should be corrected.

a. **Navy activity procedures are as follows**

- (1) **Activity.** Mark up PR(s), OR(s), DR(s) with additions, deletions, or corrections to existing data. Attach APR(s) if necessary. Forward PR(s), OR(s), DR(s) with attached APR(s) to the EFD Real Property Inventory person.
- (2) **EFD Real Property Inventory Person.** Verify data. Change PR(s), OR(s), DR(s) by entering revised data into the NFADB.
- (3) **FACSO.** Print and distribute new PRs, ORs, DRs and transaction ledgers monthly to appropriate users.

b. **Marine Corps activity procedures are as follows**

- (1) **Activity.** Mark up PR(s), OR(s), DR(s) with additions, deletions, or corrections to existing data. Attach APR(s) if necessary. Forward PR(s), OR(s), DR(s) with attached APR(s) to FACSO.
- (2) **FACSO.** Change PR(s), OR(s), DR(s) by entering revised data into the NFADB. Print and distribute new PR(s), OR(s), DR(s) and transaction ledgers monthly to appropriate users.

3.21 TRANSMITTALS FROM ACTIVITIES TO EFDs OR FACSO.

- a. Activities are encouraged to submit APRs and marked-up PRs to the EFD as soon as they are completed. All APRs for new construction must be forwarded within 30 days of UCD. Activities that process a large number of transactions may find it desirable to establish a regular schedule for submitting transactions so that it is easier to keep records showing which APRs/PRs have been submitted and their dates of submittal. The establishment of a regular schedule will also eliminate a daily flow of correspondence to the EFD or FACSO. In this event, a monthly forwarding of transactions is recommended. This schedule should not inhibit the activity from submitting significant transactions more frequently if considered appropriate. In no event should transactions be held for more than 30 days. Ensure appropriate cost reference documentation is included with any cost changes.
- b. Transactions forwarded to the EFD or FACSO should be attached to a Routine Reply, Endorsement, Transmittal or Information Sheet (OPNAV 5216/158). For the convenience of the EFD or FACSO, the name and phone number of the preparer should be shown on the transmittal form. If additional explanation of the APRs/PRs is required, a letter should be substituted for the standard form.
- c. Activities or FACSO should be aware that only transactions processed by the EFD prior to the annually established cut-off date (approximately 20 September) will appear in the subsequent edition of NAVFAC P-164 and other annual reports. Facility acquisition and disposal actions, should be processed expeditiously, especially during the last two months of the fiscal year.

3.22 EFD AND FACSO PROCESSING OF TRANSACTIONS TO NFADB.

- a. For non-Expanded Access users the EFDs will enter transactions forwarded by the activities into the NFADB as soon as they are received and approved.
- b. Procedures for the entry of data via computer terminals at each EFD and FACSO are described in the NAVFACHQ published Facilities Planning and Inventory Computer Operations User's Manual of October 1984.
- c. Property record transactions should be processed to the NFADB within one week or less from the date of receipt. In no event should transactions be held for a period of more than 30 days. Facility acquisition and disposal actions should be processed expeditiously, especially during the last two months of the fiscal year.

3.23 DISTRIBUTION OF RECORDS BY FACSO

- a. Data added, deleted, or changed in the NFADB are stored in the computer at the Facilities Systems Office (FACSO) in Port Hueneme, California. On the last Friday of each month all PRs, ORs, and DRs which have been affected by additions, deletions, or changes, along with property record and facility number indexes and a NFADB transaction ledger, will be printed and distributed. NOTE: For property in the possession of contractors, there are no PAAs, and NFADB transaction ledger.
- b. For Navy activities, the monthly distribution of records will be sent to the activity, EFD, PAA, and any requesting major/sub-major claimants.
- c. For Marine Corps activities, two copies of the monthly distribution of records will be sent to the reporting activity; Attention: Facilities Engineer and Comptroller.

3.24 QUESTIONS Activity problems and situations which are considered unique and are not covered by the preceding procedures should be referred to the cognizant EFD Real Property Inventory person for Navy activities and HQ MARCORPS LFL for Marine Corps activities. If further guidance or consultation is required, NAVFACHQ Real Property Inventory person staff are available to provide assistance.

3.25 Procedures For Assignment, Approval And Application Of Permanent Identification And Application Of Permanent Identification Numbers For Buildings And Structures.

a. Type of Facilities Requiring Numbers.

(1) All Navy-owned buildings regardless of type of construction or size shall be assigned a permanent identification number.

(2) All structures, the numbering of which would be conducive to the identification, recording and reporting of station physical development, shall also be assigned a permanent identification number. A partial list of structures which should be assigned a permanent identification number would include: dry-docks, marine railways, wharves, piers, pumping plants, power substations, flag poles, antenna towers, bridges, track scales, etc. Structures which normally are not assigned a permanent identification number include: airfield runways, taxiways and aprons, parking areas, open storage areas, roads, streets, walks, fences, utility distribution poles, transformer vaults, railroad tracks, crane tracks, and small appurtenances constituting a portion of a building of other structure, such as small fuel tanks.

(3) Assignment of identification numbers to ingranated facilities is not required but may be considered on a case by case basis.

b. Use of Names and Other Designation. The naming of a facility, as authorized by SECNAVINST 5030.2 (latest edition) and OPNAVINST 5030.12 (latest edition) or the use of a local designation, such as Berth No. 6, or Warehouse No. 3, shall not be a substitute for the permanent identification number. Permanent identification numbers, as described herein, shall be assigned in addition to any other authorized designations.

c. Use of Letter Suffix. Whenever practical, each separate building and structure should be assigned a number without prefix or suffix. However, certain multi-purpose buildings that are interconnected and multiple family quarters should be assigned one identification number for the entire building with individual quarters or components identified by adding a letter suffix to the identification number. For example, a four family quarters building might be identified as 31A, 31B, 31C, and 31D. The listing on the Index of Structures of the General Development Map would be "Building Number 31, Four Family Quarters" (Officer's; Enlisted Men's or Civilian's as appropriate).

d. Use of Number Suffix. A numerical suffix may be added to the approved identification number to indicate the area in which the building or structure is located, if desired, for local use only. For example, a building number 71 in area 2 may be identified as 71-2. If at a later date the area designation is changed, or the building moved to say area 4, the suffix would be changed accordingly, but the approved identification number 71 would remain unchanged, for example, building number 71-4. The suffix shall not appear on any document intended for distribution outside the activity such as the General Development Maps, Index of Structures or Acquisition Property Record (NAVFAC 11010/29 (9-92))

e. **Use of Letter Prefix.** Letter prefixes shall not be assigned to new buildings and structures. Prefixes should only be used on existing buildings, to avoid costly renumbering, when number duplications are brought about by the merging of activities under a single command.

f. **Maximum Size of Identification Number.** To facilitate recording and processing by automatic data processing equipment, the sum of all digits, hyphens, and letters (including spaces) in an identification number shall not be more than seven.

g. **Permanency of Numbers.** The approved facility identification number shall be permanently assigned and shall not be changed, without prior approval by the cognizant Naval Facilities Engineering Command Field Division (EFD). The identification number of a building or structure which has been totally destroyed, demolished, or otherwise disposed of may not be reassigned to any other building or structure at the activity for a period of at least five years. If a building or structure is moved from one location to another within the boundaries of the same activity, its identification number shall remain the same. However, if two or more buildings are combined to make one building, then the number assigned to one building should be assigned as the number for the combination, and the unused number canceled and not reassigned. If a building or structure is moved to another activity, it shall be assigned a new number in consonance with the numbering system at the new activity and its former number shall be canceled. To ensure that adequate numbers will be available for future expansion, blocks of identification numbers should be reserved for various areas of the activity. The blocks reserved should be sufficient to provide for future construction so that identification numbers will be in consecutive order within each area.

h. **Central Permanent Identification Number File.** The cognizant EFD shall maintain a permanent file by activity of the permanent identification numbers which have been assigned to buildings and structures at an activity.

3.25.1 Procedures. The procedures for the assignment, approval, application, and recording of permanent identification numbers to buildings and structures at an activity.

a. **When Approval of Numbers is Retained by EFD.**

(1) **Assignment of Numbers.**

(a) **Existing Buildings and Structures.** For existing building and structures which have not previously been assigned permanent identification numbers, the activity's command shall submit recommended assignments of permanent identification numbers to the cognizant NAVFAC EFD for approval.

(b) **New Buildings and Structures.** Immediately after award of the construction contract the NAVFAC EFD shall request the activity's major claimant to submit the recommended identification number for approval. The permanent identification number must be approved and recorded prior to completion of construction. For building and structures at an entirely new activity which has not yet been established, the Officer in Charge of Construction or Resident Officer in Charge of Construction shall submit recommendations for identification numbers to the appropriate EFD. The EFD will coordinate with the major claimant to ensure the establishment of a satisfactory numbering system.

(c) **Submission.** All recommendations for assignment of permanent identification numbers shall be accompanied by a sketch, plot plan, or copy of the General Development Map of the activity clearly showing the buildings and structures requiring numbers.

(2) **Approval of Assigned Numbers.** The cognizant EFD shall review the recommended identification numbers, ensuring that they conform with the overall activity numbering system and meet the requirements of this Instruction. Final approval will be made by the EFD in writing, to the activity.

b. **When Approval of Numbers is Delegated to the Activity.**

(1) **Assignment and Approval of Numbers**

(a) **Existing Buildings and Structures.** For existing buildings and structures which have not previously been assigned permanent identification numbers, the activity shall assign a permanent identification number, consistent with the numbering system at the activity and in accordance with the requirements of this Instruction.

(b) **New Buildings and Structures.** Immediately after the award of the construction contract the NAVFAC EFD shall notify the activity that a particular planned project is to be built and request that an identification number be assigned to the facility. The permanent identification number must be recorded by the cognizant EFD in the activity's permanent identification number file prior to the completion of the construction.

(2) **Notification of Approved Numbers.** OPNAVINST 11010.1 (latest edition) requires NAVFAC to prepare and maintain General Development Map (GDM) for all those activities. Data on assignment of permanent identification numbers is essential to the GDM program. Accordingly, upon approval of permanent identification numbers the activity shall insure that the cognizant EFD is advised of the locations and numbers of all facilities not previously listed on the GDM. This data will subsequently be incorporated in the updating of the GDM in accordance with NAVFACINST 11010.29 (latest edition).

c. **Application of Approved Numbers.** The approved identification number shall be applied to the face of the building or structure in a conspicuous location. The number shall be of a size large enough to be readily visible from the street and shall be applied either directly to the building or on a plaque and attached to the building or structure.

d. **Recording of Approved Numbers.** The approved permanent identification numbers shall be recorded by the activity on the Acquisition Property Record (NAVFAC 11010/29 (6-85)) and forwarded to the Naval Facilities Engineering Command Facilities Systems Office (FACSO) in accordance with NAVFAC P-78 (latest edition). The approved number shall also be recorded on the activity's General Development Map and Index of Structures.

CHAPTER 4. FORMS AND RECORDS

4.1 GENERAL. This chapter describes the forms required for additions, deletions, or changes to the NFADB and the computer generated records resulting from these actions. A sample of each form with instructions describing how it is to be used is given.

4.2 ACQUISITION PROPERTY RECORD (APR), NAVFAC FORM 11010/29.

The APR is designed to be a facsimile of a standard PR and simplify its use.

- a. The APR is used to report the following to the NFADB:
 - (1) To report every newly acquired facility for entry into the NFADB, whether acquired by purchase, donation, transfer, reassignment, new construction, or found by inventory.
 - (2) To report the initiation or renewal of an ingrant.
- b. A separate APR must be used for each class 2 facility to be reported. All data elements (DEs) must be completed. When completing DEs on the APR, the preparer should read the DE descriptions in Chapter 5 of this manual. In the event a DE is not considered applicable, a line should be drawn through the DE number, rather than writing "N/A" in the blank provided. Status/utilization DEs are applicable to new construction, other acquisitions, and capital improvements and are to be completed by the reporting activity. In the case of Navy activities, status/utilization DEs will be reviewed by the EFD (Code 20).
- c. A sample APR is shown as Figures 1 and 1a on pages 4-2 and 4-2a.
- d. Additional supplies of the APR may be ordered from the geographic EFD (Code 20). The publications and printing office serving each EFD will be provided a master copy of the APR to meet future printing requirements.

4.3 PROPERTY RECORD (PR)

- a. **Definition.** The PR is a free-form computer-generated record showing data elements applicable for the specific facility type (land, building, structure, utility). The initial PR combines and presents the data transmitted by the activity on an APR for each newly acquired reportable facility with pertinent additional data from the Master Activity General Information Control (MAGIC) Data Base. Data presented on subsequent PRs for a facility is a result of modifications to the NFADB.

NAVY FACILITY ASSETS DATA BASE

CLASS 2 ACQUISITION PROPERTY RECORD (APR)

(4) REPORTING UIC... _____ ACTIVITY NAME. _____ _____	(001) PR NO..... _____ (005) FACILITY NO.. _____ (106) SPEC AREA..... _____
---	---

LOCATION

(101) COUNTRY _____
 (102) STATE _____
 (103) COUNTY _____
 (104) CITY _____
 (105) MAP GRID _____
 (106) _____

GENERAL INFO

(007) ACTION _____
 (008) FAMILY HOUSING _____
 (011) PR REVIEW DATE _____
 (010) FACILITY NAME _____

ACQUISITION

(201) ESTATE CODE _____
 (202) ACQ CONT NO _____
 (203) ACQ DATE _____
 (204) GOVT COST \$ _____
 (207) LAND CCN _____
 (208) NATO JFAI _____

INGRANT

(205) APPR/EST VALUE _____
 (206) APPR/EST DATE _____
 (211) EFFECTIVE DATE _____
 (212) EXPIRATION DATE _____
 (213) MAXIMUM TERM _____ YEARS
 (210) REFERENCE PR NO _____
 (209) RENT PAID _____
 (208) DOD INSTALLATION _____ (Y or N)
 (233) EFD/ORIG CONT NO _____
 (234) LESSOR NAME _____

MEASUREMENTS

(301) LENGTH _____	(302) WIDTH _____	(303) HEIGHT _____
(304)/(308) AREA/UM _____	(305) STORIES _____	(307) IRREGULAR__ (Y or N)

CONSTRUCTION

(401) YEAR BUILT _____	(409) CURR PROJ NO _____
(403) YEAR IMPROVED _____	(411) ORIG PROJ NO _____
(404) ABMP CODE _____	(402) CONSTRUCTION TYPE _____ (P, S or T)
	(410) HISTORIC INDICATOR _____

MAINTENANCE

(702) PRI USE CAT CD _____	(703) MAINT FUND CODE _____
(701) MAINT RESP _____	

(227) COST REF DOCUMENT NUMBERS _____

EXCESS / DISPOSAL

(604) EXCESS ACTION CODE _____ (605) _____
(602) DISPOSAL METHOD _____ (601) _____

(606) EFD DISPOSAL CONTRACT _____
(603) GSA DISPOSAL CONTRACT _____
(607) DISP CONSOL PR _____

GENERAL REMARKS

STATUS / UTILIZATION

(510) USER UIC/OG ID _____ (009) EE DATE _____
(502) CATEGORY CODE _____ (514) UTILITY COST \$ _____
(501) USE _____

AREA/	OTHER	NAVALT/	DEF CODES
(515) ADEQ _____	(516) _____	(517) _____	(524) _____
(518) SUBST _____	(519) _____	(520) _____	(525) _____
(519) INADQ _____	(522) _____	(523) _____	(526) _____
TOTAL _____			

STATUS / UTILIZATION

(510) USER UIC/OG ID _____ (009) EE DATE _____
(502) CATEGORY CODE _____ (514) UTILITY COST \$ _____
(501) USE _____

AREA/	OTHER	NAVALT/	DEF CODES
(515) ADEQ _____	(516) _____	(517) _____	(524) _____
(518) SUBST _____	(519) _____	(520) _____	(525) _____
(519) INADQ _____	(522) _____	(523) _____	(526) _____
TOTAL _____			

(Figure 1) 4-1a

**NAVY FACILITY ASSETS DATA BASE
CLASS 1 ACQUISITION PROPERTY RECORD**

(4) REPORTING UIC _____ (001) PR NO _____
ACTIVITY NAME _____ (106) SPEC AREA _____

LOCATION

(101) COUNTRY _____
(102) STATE _____
(103) COUNTY _____
(104) CITY _____

GENERAL INFO

(007) ACTION _____
(008) FAMILY HOUSING _____
(011) PR REVIEW DATE _____
(010) FACILITY NAME _____

ACQUISITION

(201) ESTATE CODE _____
(202) ACQ CONT NO _____
(203) ACQ DATE _____
(204) GOVT COST \$ _____
(207) LAND CCN _____
(014) NATO JFAI _____

INGRANT

(205) APPR/EST VALUE _____
(206) APPR/EST DATE _____
(211) EFFECTIVE DATE _____
(212) EXPIRATION DATE _____
(213) MAXIMUM TERM _____ YEARS
(210) REFERENCE PR NO _____
(209) RENT PAID _____
(208) DOD INSTALLATION _____ (Y or N)
(233) EFD/ORIG CONT NO _____
(234) LESSOR NAME _____

(227) COST REFERENCE DOCUMENT NUMBERS _____

EXCESS / DISPOSAL

(604) EXCESS ACTION CODE _____ (605) _____
(605) DISPOSAL METHOD _____ (601) DISPOSAL DATE _____
(606) EFD DISPOSAL CONTRACT _____
(603) GSA DISPOSAL CONTRACT _____
(607) DISP CONSOL PR _____

GENERAL REMARKS

MEASUREMENTS
ENGLISH

(351) IMPROVED ACRES _____	(352) SEMI-IMPROVED ACRES _____
(352) UNIMPROVED ACRES _____	(354) OTHER ACRES _____
(353) TOTAL ACRES _____	

METRIC

(351) IMPROVED HECTARES _____	(352) SEMI-IMPROVED HECTARES _____
(352) UNIMPROVED ACRES _____	(354) OTHER ACRES _____
(353) TOTAL ACRES _____	

ENGLISH REAL ESTATE MEASUREMENTS

(902) FLOOD PLAINS - 100 YR W/WAVE ACTION ACRES	_____
(903) FLOOD PLAINS - 100 YR W/O WAVE ACTION ACRES	_____
(904) FLOOD PLAINS - 500 YR W/WAVE ACTION ACRES	_____
(905) FLOOD PLAINS - 500 YR W/O WAVE ACTION ACRES	_____
(906) CONTAMINATED SITES POTENTIAL ACRES	_____
(907) CONTAMINATED SITES POTENTIAL ACRES	_____

METRIC REAL ESTATE MEASUREMENTS

(902) FLOOD PLAINS - 100 YR W/WAVE ACTION HECTARES	_____
(903) FLOOD PLAINS - 100 YR W/O WAVE ACTION HECTARES	_____
(904) FLOOD PLAINS - 500 YR W/WAVE ACTION HECTARES	_____
(905) FLOOD PLAINS - 500 YR W/O WAVE ACTION HECTARES	_____
(906) CONTAMINATED SITES POTENTIAL HECTARES	_____
(907) CONTAMINATED SITES POTENTIAL HECTARES	_____

REAL ESTATE INFORMATION

(910) REAL ESTATE SUMMARY MAP (RESM) NO	_____
(912) RESM FILE	_____
(911) EXISTING CONDITIONS MAP (ECM) NO	_____
(913) ECM FILE	_____
(909) LEGISLATIVE JURISDICTION	_____
(908) MINERAL INTERESTS	_____

UTILIZATION

USER(S)	UIC/OG	AREA/ACRES	AREA/HECTARES
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

(Figure 2) 4-1b

- b. **Mark-Up of PR.** Updates and/or corrections to PRs can be initiated by marking up the current PR. Mark up should be accomplished by lining-out incorrect data and printing new data in red ink. If adequate space is not available on the PR to clearly show all status/utilization changes, an additional APR should be attached to construction; a cost reference document number(s) (see page 227 in Chapter 5) must be placed next to the cost change marked for DE 204. Also note that when reporting disposals, the disposal method code, date and contract number (see DEs 601, 602 and 606 in Chapter 5) should be marked on the applicable PR.
- c. **New/Corrected/Updated PRs.** When data are entered to create a new PR or when the NFADB is corrected/updated, new PRs are generated and distributed monthly by FACSO. On such PRs, each DE for which new/corrected/updated data have been reported is indicated by a plus sign preceding the DE number, for example, +(508).
- d. **Sample PRs.** Samples of PRs for land, buildings, structures, and utilities are shown as Figures 2, 3, 4, and 5 on pages 4-4, 5, 6, & 7.

4.4 OUTGRANT RECORD (OR).

- a. **Definition.** The OR, like the PR, is a free-form computer-generated record. The initial OR for an outgranted facility presents data from the outgrant contract. The OR also shows that portion of the status/utilization data from the basic PR covering the outgrantee's use of a facility. The OR is considered to be a continuation of the basic PR. Subsequent ORs reflect changes made to the NFADB as a result of an OR update.
- b. **Mark-Up of OR.** The mark up of an OR is required whenever it is determined that the data currently reported in any one or more DEs are not valid. The mark up will be accomplished by lining-out incorrect data and printing new data in red ink. When an outgrant has been terminated, the status/utilization data on the accompanying PR should be adjusted as described in paragraph 3.14 of this manual.
- c. **New/Corrected/Updated ORs.** When data are entered to generate a new OR, or the data for an existing OR are corrected/updated, new ORs are generated and distributed monthly by FACSO. On such ORs, each DE for which new/corrected/updated data have been reported is indicated by a plus sign preceding the DE number, for example, +(206).
- d. **Sample OR.** A sample OR is shown as Figure 6 on page 4-9.

**NAVY FACILITY ASSETS DATA BASE
CLASS 1 AND 2 OUTGRANT**

(004) REPORTING UIC	_____	(005) FACILITY NO	_____
ACTIVITY NAME	_____	(106) SPEC AREA	_____

(001) PR NO	_____	(222) OUTGRANT ID	_____

CONTRACTUAL DATA

(215) OUTGRANTEE NAME	_____		
(213) MAXIMUM TERM	_____	(217) EFD/ORIG CONTRACT NO	_____
(211) EFFECTIVE DATE	_____	(214) OUTGRANT CONTRACT NO	_____
(212) EXPIRATION DATE	_____	(224) TYPE INSTRUMENT	_____
(205) APS/EST	_____	(216) OUTGRANTEE TYPE	_____
(206) APS/EST DATE	_____	(226) REFERENCE OR	_____
(225) RENT RECEIVED	\$_____		

4.5 DISPOSAL RECORD (DR).

- a. The DR is a free-form computer-generated record showing the data elements necessary to describe the disposal of a facility which previously had been recorded on a PR. DRs are not generated until the property has been disposed of by the reporting activity by any one of the methods shown in DE 602 (Disposal Method).
- b. Once a DR has been generated and distributed by FACSO, the only changes that may be made are to DE 601 (Disposal Date) and/or to DE 602 (Disposal Method). Should either of the entries in these DEs prove to be erroneous, mark out the entry on the DR and print the correct data in red ink. These corrections to the NFADB will be made by the EFD Code 20 for Navy activities and FACSO for Marine Corps activities. (Except for MC activities using Expanded Access Program (EASE), they will update their portion of the NFADB within 30 days after the disposal has occurred. (See paragraph 3.20)
- c. Sample DR. A sample DR is shown as Figure 7 on page 4-11.

4.6 NFADB TRANSACTION LEDGER.

- a. **Definition.** The NFADB transaction ledger is a computer generated report showing all cost changes to an activity's property records made over a month's period of time. The ledger is generated monthly by FACSO for each activity whose property records have undergone cost changes during the previous month. The ledger will accompany the monthly distribution of new PRs, ORs and DRs.
- b. **Purpose.** The primary purpose of the transaction ledger is for use by Plant Property Accounting Activities (PAAs). The PAAs verify certain changes to Class 1 and 2 plant property values as reported to the NFADB against cost documents held by the PAA. (Note: This verification process is the reason why cost reference document numbers are required to be processed to the NFADB for any cost changes due to construction.) In the case of reassignments, transfers and certain other NFADB actions, the transaction ledger, will be a source document for the PAAs preparation of the quarterly NAVCOM Form 167, Reconciliation of Plant Account. A secondary purpose of the transaction ledger is to provide NFADB reporting activities with an up-to-date summary of the cost of their Class 1 and 2 plant property.
- c. **Sample Transaction Ledger.** A sample transaction ledger is shown as Figure 8 on page 4-13.

BLDG
TIME: 08:56:48

CLASS 2 DISPOSAL RECORD

DATE: 97/01/01

(004) UIC N60259
NAS MIRAMAR CA

(001) PR NO 280052
(005) FACILITY NO 1427
(106) SPECIAL AREA _____

(604) EXCESS CODE _____
(605) EXCESS DATE _____

PR LAST UPDATE 05 MAR 96

(008) FAM HOUSING	YES	
(101) COUNTRY	US	UNITED STATES
(102) STATE	06	CALIFORNIA
(103) COUNTY	073	SAN DIEGO
(104) CITY	2194	NAS MIRAMAR
(107) MAP GRID	B25	
(201) ESTATE	14	N/REASSIGNMENT
(203) ACQ DATE	01 MAR 69	
(204) GOVT COST	\$14,092	
(304/308) AREA/UM	1,487 SF	
(401) YR BUILT	1960	
(601) DISP DATE	26 JAN 96	
(602) DISP METHOD	REASSIGN TO OTH NAV	
(603) GAS DISP CONT	PWCSDIEGO201942	
(603) DISP CONTRACT	PWCSDIEGO201942	
(607) CONSOL PR		

31JAN97EFD N68711

MC N00070

ACTIVITY N60259

PR 2-80052

(Figure 4) 4-3a

NFADB TRANSACTION LEDGER				MONTH ENDING JAN 1997			
REPORTING ACTIVITY UIC			N60259		NAS MIRAMAR CA		
PLANT PROPERTY ACCOUNTING ACTY UIC			N60957		FAADCPAC SAN DEIGO CA		
OPENING BALANCE		INCREASE	DECREASE	CLOSING BALANCE			
CLASS 1	\$30,953,211			\$30,953,211			
CLASS 2	\$232,795,084	\$452*	\$7,733*	\$232,787,803			
TOTAL	\$263,748,295	\$452	\$7,733	\$263,741,014			
PR NO	FAC NO SA	DATE ACTION	METHOD CHG EFF DTE	INCREASE	DECREASE	COST	REFERENCE DOC
2-01200	B703	DEC30 DISPOSAL EM	CONSOL 30 DEC 1996		\$450*		
2-01342	E137	DEC30 CORRECTION	\$450*				CONSOLIDATION
						201200	
2-71297	E300	EM JAN02 DISPOSAL	05 DEC 1996 INVENTORY			\$2,000*	
		EM	02 JAN 1997				
2-80802	701	DEC30 DISPOSAL	CORR/CHGS 30 DEC 1996			\$5,283*	
2-80924	1128	JAN20 ACQU	MCON 09 JAN 1997	\$1*			N6247485C5490

*INDICATES CHANGE

UNRECONCILED DATA: IF PROPERTY RECORD CHANGES AS REFLECTED ON THE NFADB TRANSACTION LEDGER CANNOT BE RECONCILED WITH THE COST DOCUMENTS HELD BY THE FISCAL OFFICE, THE FISCAL OFFICE WILL TAKE THE FOLLOWING ACTIONS:

1. IF DISCREPANCIES RELATE TO JOB ORDER CONSTRUCTION, CONTACT THE ACCOUNTABLE ACTIVITY FOR RESOLUTION.
2. IF DISCREPANCIES RELATE TO CONTRACT CONSTRUCTION, CONTACT THE APPROPRIATE ENGINEERING FIELD DIVISION (CODE 20) FOR RESOLUTION.
3. IF DISCREPANCIES CANNOT BE RESOLVED PRIOR TO A QUARTERLY SUBMITTAL DATE FOR THE NAVCOMPT FORM 167, RECORD THE PROPERTY RECORD CHANGES AS SHOWN ON THE NFADB TRANSACTION LEDGER ON THE NAVCOMPT FORM 167. IF THE PROPERTY RECORD CHANGES ARE LATER FOUND TO BE IN ERROR, THE NEXT QUARTERLY NAVCOMPT FORM 167 SHOULD BE ADJUSTED ACCORDINGLY.

CHAPTER 5. DATA ELEMENTS

5.1 LIST OF NFADB DATA ELEMENTS The following is a list, by series and name, of the data elements that make up the NFADB:

DATA ELEMENT (DE) SERIES

<u>DE NO</u>	<u>SERIES TITLE</u>
001-012 101-107	GENERAL INFORMATION LOCATION
201-231 301-307	ACQUISITION AND OUTGRANT MEASUREMENTS (CLASS 2 FACILITIES)
351-355 401-410	MEASUREMENTS (CLASS 1 FACILITIES) CONSTRUCTION
501-526 601-606	STATUS/UTILIZATION EXCESS AND DISPOSAL
701-703 801-818	REAL PROPERTY MAINTENANCE HOUSING
902-913	REAL ESTATE

DATA ELEMENTS (DE)

GENERAL INFORMATION

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
001	Property Record Number	PTY-NUM
004	Activity Identifier/NFADB Reporting	RPT-UIC
005	Facility Number	FTY-NUM
006	Facility Type	FTY-TYP
007	Action Type Code	ACN-TYP
008	Family Housing Indicator	FHN-IDR
009	Engineering Evaluation Date	ENG-EVL-DTE
010	Facility Name	FTY-NME
011	Property Record Review Date	PTY-REC-RVW-DTE
012	Current Plant Value	FTY-CPV
014	NATO Joint Formal Acceptance Inspection	JFAI
016	Replacement Value	PRN-REPL-VAL
050	Audit Trail New Data Value	NEW-VAL
051	Audit Trail Data Element Name	ELE-NME
052	Audit Trail Old Data Value	OLD-VAL
053	Audit Trail Data Val Chg Dte	AUD-CHG-DTE
054	Audit Trail User ID	AUD-USE-IDN

LOCATION

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
101	Country Code	CRY-CDE
102	State Code	STE-CDE
103	County Code	CUY-CDE
104	City Code	CTY-CDE
106	Special Area Code	SA
107	Facility Location Map Grid	FTY-LOC-MG

ACQUISITION, OUTGRANT, & INGRANT

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
201	Estate Code	ESA-CDE
202	Acquisition Contract Number	ACQ-CNT
203	Acquisition Date	ACQ-DTE
204	Facility Cost To U.S. Government	FTY-GVT-COS
205	Ingrant Appraised/Estimated Value	ING-APS-EST-VAL
206	Ingrant Appraisal/Estimate Date	ING-APS-EST-DTE
207	Land Category Code	LND-CCN
208	Ingrant DOD Installation Indicator	ING-DOD-ISN
209	Ingrant Rent Paid Indicator	ING-RPD-IDR
210	Reference Property Record	ING-REF-PTY-NUM
211	Ingrant Effective Date	ING-EFF-DTE
212	Ingrant Expiration Date	ING-EPN-DTE
213	Maximum Term-Ingrant	ING-MXM-TERM
214	Outgrant Contract Number	OTG-CNT-NUM
215	Outgrantee Name	OTG-OGE-NME
216	Outgrantee Type	OTG-TYP

DE NO NAME ABBREVIATION

217	Outgrantee EFD Orig Contract Num	OTG-EFD-CNT-NUM
222	Outgrant Identifier	OTG- IDN
224	Type Of Outgrant Instrument	OTG- IST
225	Rent Received	OTG-RRC
226	Reference Outgrant Record	OTG-REF-PTY-NUM
227	Cost Reference Document Number	CRDN
229	Effective Date Outgrant	OTG-EFF-DTE
230	Expiration Date-Outgrant	OTG-EPN-DTE
231	Maximum Term-Outgrant	OTG-MXM-TERM
232	Cost Change Effective Date	COS-EFF-DTE
233	Ingrant EFD Original Contract	ING-EFD-CNT
234	Ingrant Lessor Name	ING-LES-NME
235	Ingrant Appraised/Estimated Indicator	ING-APS-EST-IND
236	Ingrant Paid Value	ING-RPD-VAL
237	Outgrant Rent Received Indicator	OTG-PRC-IDR
238	Outgrant Reference Outgrant Identifier	OTG-REF-OTG-IDR

MEASUREMENTS (CLASS 2 FACILITIES)

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
301	Length	FTY-LTH-NFA
302	Width	FTY-WTH-NFA
303	Height	FTY-HGT-NFA
304	Area	FTY-ARA
305	Number Of Stories	FTY-QTY-STOS
307	Irregular-Shape Facility Code	IRG-CDE
308	Area Unit Of Measure	FTY-ARA-UM

MEASUREMENTS (CLASS 1 FACILITIES)

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
351	Improved Acres	IPV-ACE
352	Semi-Improved Acres	SEM-IPV-ACE
353	Unimproved Acres	UNIPV-ACE
354	Other Acres	OTH- ACE
355	Total Acres	TOT-ACE

CONSTRUCTION

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
401	Year Built	FTY-YR-BLT
402	Construction Type Code	CON-TYP
403	Year Of Last Capital Improvement	FTY-YR-IPV
404	Attic, Basement, Mezzanine, Penthouse Code	BLD-ABMP-CODE
409	Project Identifier	CUR-PRJ
410	Historic Indicator	HIS-IDR
411	Original Project Number	ORI-PRJ-NUM

STATUS/UTILIZATION

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
501	Facility Use	FTY-USE
502	Navy Facility Use Category Code	FTY-USE CCN
510	Activity Identifier Facility User	FTY-USR-UIC
511	Facility Use Change Date	FTY-USE-CHG-DTE
514	Utility Cost	UTL-FTY-COS
515	Quantity Adequate Area Measure	ADQ-ARA
516	Quantity Adequate Other Measure	ADQ-OTH
517	Quantity Adequate Alternate Measure	ADQ-ALT
518	Quantity Substandard Area Measure	SBD-ARA
519	Quantity Substandard Other Measure	SBD-OTH

STATUS/UTILIZATION

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
520	Quantity Substandard Alternate Measure	SBD-ALT
521	Quantity Inadequate Area Measure	IADQ- ARA
522	Quantity Inadequate Other Measure	IADQ-OTH
523	Quantity Inadequate Alternate Measure	IADQ-ALT
524	Deficiency Code Adequate Condition	DEF-CDE-ADQ
525	Deficiency Code Substandard Condition	DEF-CDE-SBD
526	Deficiency Code Inadequate Condition	DEF-CDE-IADQ

EXCESS AND DISPOSAL

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
601	Disposal Date	DSP-DTE
602	Disposal Method Code	DSP-MET
603	GSA Disposal Contract Number	GSA-DSP-CNT
604	Excess Action Code	EXS-CDE
605	Excess Action Date	EXS-DTE
606	Disposal Contract Number	DSP-CNT
607	Consolidated PR Number	CSD-PTY-NUM

REAL PROPERTY MAINTENANCE

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
701	Activity Identifier Maintenance Responsibility	FTY-MNT-RPN
702	Primary Use Category Code	PRI-USE-CAT-CDE
703	Maintenance Funding Source Code	FTY-MNT-FS-CDE

HOUSING

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
801	BOQ Rooms Under 250 NF With Private Bath	BOQ-250-PB
802	BOQ Rooms Under 250 NF With Shared Bath	BOQ-250-SB
803	BOQ Rooms Between 250 With Central Bath	BOQ-250-CB
804	BOQ Rooms Between 250 & 399 NF With Private Bath	BOQ-250-399-PB
805	BOQ Rooms Between 250 & 399 NF With Shared Bath	BOQ-250-399-SB
806	BOQ Rooms Between 250 & 399 NF With Central Bath	BOQ-250-399-CB
807	BOQ Rooms Over 400 NF With Private Bath	BOQ-400-PB
808	BOQ Rooms Over 400 NF With Shared Bath	BOQ-400-CB
809	BOQ Rooms Over 400 NF With Central Bath	BOQ-400-CB
810	BEQ Rooms Under 135 NF With Private Bath	BEQ-135-PB
811	BEQ Rooms Under 135 NF With Shared Bath	BEQ-135-SB
812	BEQ Rooms Under 135 NF With Central Bath	BEQ-135-CB
813	BEQ Rooms Between 135 & 179 NF With Private Bath	BEQ-135-179-PB
814	BEQ Rooms Between 135 & 179 NF With Shared Bath	BEQ-135-179-SB
815	BEQ Rooms Between 135 & 179 NF With Central Bath	BEQ-135-179-CB
816	BEQ Rooms Between 180 & 249 NF With Private Bath	BEQ-180-249-PB
817	BEQ Rooms Between 180 & 249 NF With Shared Bath	BEQ-180-249-SB
818	BEQ Rooms Between 180 & 249 NF With Central Bath	BEQ-180-249-CB
819	BEQ Rooms Between 250 & 269 NF With Private Bath	BEQ-250-269-PB
820	BEQ Rooms Between 250 & 269 NF With Shared Bath	BEQ-250-269-SB
821	BEQ Rooms Between 250 & 269 NF With Central Bath	BEQ-250-269-CB
822	BEQ Rooms Between 270 & 359 NF With Private Bath	BEQ-270-359-PB
823	BEQ Rooms Between 270 & 359 NF With Shared Bath	BEQ-270-359-SB
824	BEQ Rooms Between 270 & 359 NF With Central Bath	BEQ-270-359-CB
825	BEQ Rooms Over 360 NF With Private Bath	BEQ-360-PB
826	BEQ Rooms Over 360 NF With Shared Bath	BEQ-360-SB
827	BEQ Rooms Over 360 NF With Central Bath	BEQ-360-CB
828	BEQ Open Bay Area	BEQ-OB AREA
829	Bachelor Quarters Use Code	BQ-USE CODE
830	Bachelor Quarters Design Type Code	BQ-DSGN-TYPE

REAL ESTATE

<u>DE NO</u>	<u>NAME</u>	<u>ABBREVIATION</u>
902	Flood Plain 100 Yr W/Wave Acres	FLP-100Y-WA
903	Flood Plain 100 Yr W/O Wave Acres	FLP-100Y
904	Flood Plain 500 Yr W/Wave Acres	FLP-500Y-WA
905	Flood Plain 500 Yr W/O Wave Acres	FLP-500Y
906	Contaminated Sites Potential Acres	CSPT-ACE
907	Contaminated Sites Confirmed Acre(s)	CSCN-ACE
908	Mineral Interests	PTY-MI-FED-OWN
909	Legislative Jurisdiction	PTY-LJ
910	Real Estate Summary Map Number	RESM NUM
911	Existing Conditions Map Number	ECM NUM
912	Real Estate Summary Map File	RESM FLE
913	Existing Conditions Map File	ECM FLE

5.2 DATA ELEMENT DIRECTORY. The following pages provide detailed descriptions of each of the NFADB Data Elements. The pages are numbered with the data element number for ease of reference. If the data element description requires more than one page, the additional pages are numbered with the data element number and letters A, B, C , etc. The data element description consists of information about the data element:

- a. **Number.** This is the numeric identifier assigned to each of the NFADB data elements. The number is used for identification of a data element on a Property Record (PR), outgrant Record (OR), Disposal Record (DR) and Acquisition Property Record (APR).
- b. **Name.** This is the standard name established for a data element.
- c. **Abbreviation.** This is the standard abbreviation established for a data element name. It is used on a PR, OR, and DR.
- d. **Definition.** This is a description of a data element, explaining its use.
- e. **Sources of Data.** This item refers a system participant to sources for acquiring required data.
- f. **Instructions - New Records.** This item provides instructions for reporting data upon initial entry of a property record into the NFADB.
- g. **Instructions - Changes.** This item provides instruction for reporting changes to an existing property record.
- h. **Checks.** This is a list of checks that a system participant should make prior to reporting a particular data element on a property record.
- i. **Maximum Length.** This is the maximum number of characters that can be used for reporting a particular data element on a property record.
- j. **Alpha/Numeric.** This is an indication of whether required data is alphabetic, numeric, or a combination of alphabetic and numeric.

NFADB DATA ELEMENT NO. 001

NAME: PROPERTY RECORD NUMBER

ABBREVIATION: PTY-NUM

DEFINITION

"Property Record Number" is a two-part identification number permanently assigned to a facility. The first part is either a "1" (for Class 1 Property), or a "2" (for Class 2 Property). The second part has five digits in the "00001" through "99999" series (e.g., 100089, 200385). The PR Number is canceled upon disposal of a facility; it is never reassigned.

SOURCES OF DATA:

1. Activity maintained log of Property Record Numbers.

INSTRUCTIONS:

1. NEW RECORDS:

- a. Determine the Property Record Number for the facility being reported from SOURCE.

2. CHANGES:

- a. Property Record Numbers are not changed normally except to eliminate duplications or to accommodate consolidations.

CHECKS:

MAX. LENGTH: 6

ALPHA/NUMERIC: NUMERIC

1. Each number must be unique within a UIC reporting activity.
2. The first digit must be a "1" for a land facility (Class 1) and a "2" for all other facilities (Class 2).

NFADB DATA ELEMENT NO. 004

NAME: ACTIVITY IDENTIFIER NFADB REPORTING

ABBREVIATION: RPT-UIC

DEFINITION:

Activity Identifier/NFADB Reporting is the Unit Identification Code (UIC) of a Navy or Marine Corps shore activity that is responsible for reporting its assigned real property to the Navy Facility Assets Data Base (NFADB).

SOURCES OF DATA:

1. NAVCOMPT Manual, Volume 2, Chapter 5.
2. Activity Record Printout (ARP) produced by the Master Activity General Information and Control (MAGIC) System.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE, enter the UIC of the reporting activity.

2. **CHANGES:**

- a. This DE is not changed except for reassignments.
- b. In the case of reassignments involving a small number of facilities, enter the new UIC and change other DE's as appropriate.
- c. In the case of reassignments involving a large number of facilities, FACSO should be requested by letter to make the necessary changes.

CHECKS:

MAX. LENGTH: 6**ALPHA/NUMERIC :** ALPHA/NUMERIC

1. Must be a UIC in the MAGIC Data Base with host-tenant code equal to zero (0) or two (2).

NFADB DATA ELEMENT NO. 005

NAME: FACILITY NUMBER

ABBREVIATION: FTY-NUM

DEFINITION:

"Facility Number" is the designator which identifies a building, structure, or utility. It is assigned in accordance with NAVCOMPT Manual, Volume 3, Chapter 6. This assignment is permanent--from the period of acquisition by the controlling NFADB reporting activity up to final disposal.

SOURCES OF DATA:

1. Activity maintained log of facility numbers.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Determine the facility (building, structure, or utility) number from SOURCE.
- b. Leave blank if facility number is not appropriate (utilities may or may not have a facility number). Refer to NAVCOMPT Manual Volume 3, Chapter 6 for other exceptions.
- c. Special characters such as slashes and dashes are not permitted.

2. **CHANGES:**

- a. Since facility numbers are permanently assigned, no changes are necessary except to accommodate transfers, reassignments and/or to eliminate duplications.

CHECKS:

MAX. LENGTH: 7

ALPHA/NUMERIC: ALPHA/NUMERIC

1. Owned buildings must have a facility number.
2. Structures, utilities, and ingranated facilities may have a facility number.
3. Spaces and special characters cannot be included between characters of the number, except for dashes.
4. Per NAVCOMPT Manual, Volume 3, Chapter 6; facility numbers cannot be changed for the life of the facility. (Exception: If a facility is acquired, transferred, or reassigned to an activity that has a facility with the same number, then the number of the addition can be changed).

NFADB DATA ELEMENT NO. 006

NAME: FACILITY TYPE

ABBREVIATION: FTY-TYP

DEFINITION:

"Facility Type" is the name used to indicate the nature of military real property, i.e. , land, building, structure, or utility. (See page 006-A.)

SOURCES OF DATA:

1. NAVFAC P-72.
2. Engineering drawings and specifications for the facility being reported.
3. Engineering/Design Division of the activity's Public Works Department and/or Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Facility type is computer generated from the type of facility listed in NAVFAC P-72 for the category code entered in Data Element 502.
- b. There can only be one facility type per Property Record because of the nature of OSD inventory reporting requirements. In those cases where a multiple type facility exists, e.g., building and structure or utility and structure, a Property Record must be established for each facility type.

2. **CHANGES:**

- a. This data element should not change. In those rare instances where facility type may change, changing the category code in Data Element 502 will change facility type in Data Element 006.

CHECKS: NONE **MAX. LENGTH:** 9 **ALPHA/NUMERIC:** ALPHABETIC

NFADB DATA ELEMENT NO. 006

DEFINITION (CONTINUED)

<u>CODE</u>	<u>TERM</u>	<u>DEFINITION</u>
1	LAND	A parcel or group of parcels of land for which a single estate code and land category code is applicable.
2	BUILDING	Buildings are roofed structures which are suitable for housing people, materials, and/or equipment and/or provide a degree of protection from the weather.
3	STRUCTURE	Every Class 2 facility which is not a building, which is not a utility, and which is constructed on or in the land.
4	UTILITY	A system (or components thereof) which generates and/or distributes (via pipelines, wires, cables or electro-magnetic waves) a commodity or service and makes that commodity or service available to other facilities in the general area where the utility exists.

NFADB DATA ELEMENT NO. 007

NAME: ACTION TYPE CODE

ABBREVIATION: ACN-TYP

DEFINITION:

"Action Type Code" indicates the type of reporting action affecting a facility, i.e., an acquisition, capital improvement, correction, or disposal. (See page 007-A.)

SOURCES OF DATA:

1. Personal knowledge of the type of action being reported.
2. Page 007-A.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Enter Action Type 1 (Acquisition) on APR for facilities acquired by donation, purchase, transfer, reassignment, exchange, construction, lease or use agreement.

2. **CHANGES:**

- a. Enter Action Type 2 on APR or PR when reporting capital improvements. See NAVCOMPT Manual, Volume 3, Chapter 6 for description of capital versus expense improvements.
- b. Enter action Type 3 (Correction) on a marked-up PR to report corrections to government cost.
- c. Enter Action Type 4 (Disposal) on APR when reporting demolitions, or disposals by reassignment, transfer, sale or exchange.

CHECKS:

MAX. LENGTH: 1

ALPHA/NUMERIC: NUMERIC

1. Must be codes 1, 2, 3, or 4.

NFADB DATA ELEMENT NO. 007

DEFINITION: (CONTINUED)

<u>CODE</u>	<u>TERM</u>	<u>DEFINITION</u>
1	ACQUISITION	The acquisition of a previously unreported facility whether owned or ingranted by a reporting activity.
2	CAPITAL IMPROVEMENT	A capital improvement is an addition, expansion or an extension to a facility as described in NAVCOMPT Manual, Volume 3, Chapter 6. Such costs are not applicable to land or to ingranted property.
3	CORRECTION	A change or corrective type action to the government cost of a previously reported property record. Plus or minus dollar corrections to Cost to Government, DE 204, are types of corrective actions.
4	DISPOSAL	The permanent disposal of a previously reported facility from a reporting activity. Facilities declared "excess" are NOT considered disposed of until such time that the facility is officially disposed.

NFADB DATA ELEMENT NO. 008

NAME: FAMILY HOUSING INDICATOR

ABBREVIATION: FHN-IDR

DEFINITION:

"Family Housing Indicator" is a Yes/No designator specifying whether the facility is or is not a family housing unit, or a Class 1 or a Class 2 facility acquired and/or maintained primarily in support of family housing units. (If it is a split facility, it will be "YES" if the major portion of the building is used in support of family housing).

SOURCES OF DATA:

Engineering/Design Division of the activity's Public Works Department or the Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Determine from SOURCE whether facility is family housing or for family housing support.

2. **CHANGES:**

- a. Changes are made based upon whether facility is family housing or in support of the family housing function.

CHECKS:

MAX. LENGTH: 1

ALPHA/NUMERIC : ALPHABETIC

1. Must be "Y" or "N".
2. Must be "Y" if entry in DE 502 is 710 series category code.
3. Must be "N" if entry in DE 502 is 721 series category code.

NFADB DATA ELEMENT NO. 009

NAME: ENGINEERING EVALUATION DATE

ABBREVIATION: ENG-EVL-DTE

DEFINITION:

"Engineering Evaluation Date" is the date, e.g., 30 SEP 19XX, of the most recent engineering evaluation of existing assets performed by field inspection of a particular facility at a shore activity.

SOURCES OF DATA:

1. EFD Code 20 for Navy activities.
2. Activity public works or facilities engineering organization for Marine Corps activities.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Not applicable to new acquisitions.

2. **CHANGES:**

- a. Changes to be made by the appropriate EFD for Navy activities and SOURCE 2 for Marine Corps activities.

CHECKS:

MAX. LENGTH: 8

ALPHA/NUMERIC: ALPHA/NUMERIC

1. Entry cannot be subsequent to current date.
2. The first 4 digits must be the 4 digit year, e.g. 19XX, the next 2 digits must be the month (01-), and the last 2 digits must be the day (01-31).

NFADB DATA ELEMENT NO. 010

NAME: FACILITY NAME

ABBREVIATION: FTY-NME

DEFINITION:

"Facility Name" is a name assigned to a facility which is other than its Category Code Nomenclature. Facility Name is usually one of the following: a name originated and used locally, or a name approved in accordance with OPNAVINST 5030.12 (current issue).

SOURCES OF DATA:

1. Activity assigned name used locally.
2. OPNAVINST 5030.12 permitting the naming of facilities.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Use of this DE is optional with the reporting activity or EFD.
- b. From SOURCE, determine the facility name.
- c. Leave blank if facility name is not applicable.

2. **CHANGES:**

- a. Changes can be made at activity's or EFD's option.

CHECKS: NONE

MAX. LENGTH: 28

ALPHA/NUMERIC: ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 011

NAME: PROPERTY RECORD REVIEW DATE

ABBREVIATION: PTY-REC-RVW-DTE

DEFINITION:

"Property Record (PR) Review Date" is the date, e.g., 30 SEP 19XX, the PWD's Maintenance Control Division (or the activity's public works organizational counterpart) last reviewed the PR and, after physical inspection, verified the reported data or, if appropriate, corrected/updated the data or upon completion of an engineering evaluation or annual inspection summary.

SOURCES OF DATA:

Inspection records of the activity's Maintenance Control Division or Public Works Center servicing the activity. An on-site inspection of facilities by any party representing the reporting activity.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Not required on acquisitions.

2. **CHANGES:**

- a. Enter the date from SOURCE as appropriate.

CHECKS: **MAX. LENGTH:** 8 **ALPHA/NUMERIC:** ALPHA/NUMERIC

- 1. The first 4 digits must be the 4 digit year, e.g. 19XX; the next 2 digits must be the month (01-12) and the last 2 digits must be the day (01-31).
- 2. Date cannot be subsequent to current date.
- 3. Maximum length of time is three (3) years for each Property Record Review Date.

NFADB DATA ELEMENT NO. 012

NAME: CURRENT PLANT VALUE

ABBREVIATION: FTY-CPV

DEFINITION:

"Current Plant Value" is a computer generated dollar estimate which is used as an indicator of replacement cost for a Class 2 facility. This is an estimate of replacing a facility with an identical facility under identical circumstances in the same location but at current labor, material and equipment cost rates.

SOURCES OF DATA:

1. Data Elements No. 204, 401 and 402.
2. Table of multipliers for computing current plant values of Class 2 real property are in the latest edition of the Detailed Inventory of Naval Shore Facilities, P-164.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Computer generated by the multiplication of the cost to government (DE 204) by the multiplier for the appropriate year built (DE 401) and type of construction (DE 402) for owned Class 2 real property. DE 205 will be used instead of DE 204 and DE 206 instead of DE 401 for leased facilities.

2. **CHANGES:**

- a. No changes are necessary except for corrections due to the addition of capital improvement costs to the original cost to government.

CHECKS:

MAX. LENGTH: 12

ALPHA/NUMERIC: NUMERIC

1. An entry must be made if entry in DE 006 is 2, 3, or 4.

NFADB DATA ELEMENT NO. 014

NAME: NATO JOINT FORMAL ACCEPTANCE INSPECTION

ABBREVIATION: JFAI

DEFINITION:

"NATO Joint Formal Acceptance Inspection" indicates whether a facility has been accepted into the NATO inventory. Formal acceptance shall constitute formal agreement that the facility is physically complete and militarily and technically acceptable. See the acceptable value table.

SOURCES OF DATA:

1. JFAI is obtained from EFD Engineering Evaluation Reports.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE, determine 'Y' of 'N' condition.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 1 **ALPHA/NUMERIC:** ALPHA

1. See acceptable value table.

NFADB DATA ELEMENT NO. 016

NAME: REPLACEMENT VALUE

ABBREVIATION: PRN-REPL-VAL

DEFINITION:

"Replacement Value" is an estimate of the cost to replace a Class 2 facility with a new facility of the same type and size at the same location, based upon applying unit costs to the size, adjusted by a size factor, an area cost factor, and other cost factors.

SOURCES OF DATA:

1. Computer generated.

INSTRUCTIONS

1. **NEW RECORDS:**

- a. Computer generated

2. **CHANGES:**

- a. Changes are computer generated when a capital improvement or correction is recorded for a facility.

CHECKS:None

MAX. LENGTH: 12

ALPHA/NUMERIC: NUMERIC

NFADB DATA ELEMENT NO. 050

NAME: AUDIT TRAIL NEW DATA VALUE

ABBREVIATION: NEW-VAL

DEFINITION:

"Audit Trail New Data Value" is the leftmost 15 characters of the value of an NFADB data element after a change was made. The new value is stored in the NFADB Audit Trail..

SOURCES OF DATA:

1. The value change for this data element will come from a variety of sources.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This item is not relevant to new records.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS:None **MAX. LENGTH:** 15 **ALPHA/NUMERIC:** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 051

NAME: AUDIT TRAIL DATA ELEMENT NAME

ABBREVIATION: ELE-NME

DEFINITION:

"Audit Trail Data Element Name" is the name of an NFADB data element that was changed and stored in the NFADB audit trail.

SOURCES OF DATA:

1. The data sources for this element will come from a variety of sources.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This item is not applicable to new records.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS:None

MAX. LENGTH: 15

ALPHA/NUMERIC: ALPHA

NFADB DATA ELEMENT NO. 052

NAME: AUDIT TRAIL OLD DATA VALUE

ABBREVIATION: OLD-VAL

DEFINITION:

"Audit Trail Old Data Value" is the left most 15 characters of the value of a NFADB data element before a change was made. The old value is stored in the NFADB audit trail.

SOURCES OF DATA:

1. The data sources for this element will come from a variety of sources.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This item is not relevant to new records.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS:None **MAX. LENGTH:** 15 **ALPHA/NUMERIC:** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 053

NAME: AUDIT TRAIL DATA VAL CHG DTE

ABBREVIATION: AUD-CHG-DTE

DEFINITION:

"Audit Trail Data Value Change Date" is the date the value of an NFADB data element was changed. It is a computer generated date, generated when a user changes any data item and it is recorded in the NFADB audit trail.

SOURCES OF DATA:

1. EFD Real Estate Division (Code 24).
2. EFD Facilities Planning Division (Code 20).

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the use change date derived from SOURCE.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS:

MAX. LENGTH: 8

ALPHA/NUMERIC: NUMERIC

1. Standard date edits (yymmdd).

NFADB DATA ELEMENT NO. 054

NAME: AUDIT TRAIL USER ID

ABBREVIATION: AUD-USE-IDN

DEFINITION:

"Audit Trail User Identification" is the user identification of an NFADB user who made a change to an NFADB data element. The user identification is stored in the NFADB audit trail..

SOURCES OF DATA:

1. The user identification is associated with the user's system password.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. This item is not relevant to new records.

2. **CHANGES:**

- a. No changes are necessary except to make corrections.

CHECKS:None **MAX. LENGTH:** 6 **ALPHA/NUMERIC:** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 101

NAME: COUNTRY CODE

ABBREVIATION: CRY-CDE

DEFINITION:

"Country Code" is a two character designator for country, possession, and protectorate. This code designator is applied uniformly to all address group codes.

SOURCES OF DATA:

1. SECNAVINST 5200.20
2. GSA "Worldwide Geographical Location Codes" available by Fedstrip or Milstrip. (Federal Supply Service Stock No. 7610-926-9078).
3. Knowledge of location in which facility is located.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Determine the name of the country in which the facility is located and enter the appropriate code listed in SOURCE 1 or 2.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: ***MAX. LENGTH:*** 2 ***ALPHA/NUMERIC:*** ALPHABETIC

1. Must be valid 2 character code from SOURCE 1 or 2.

NFADB DATA ELEMENT NO. 102

NAME: STATE CODE

ABBREVIATION: STE-CDE

DEFINITION:

"State Code" is the standard US. Postal Service abbreviation for the U.S. states, territories, and possessions. (See page 102-A.)

SOURCES OF DATA:

1. A reliable map showing state boundaries.
2. Knowledge of state in which facility is located.
3. Page 102-A.
4. GSA "Worldwide Geographical Location Codes".

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Determine the name of the state in which the facility is located and enter the appropriate code.
- b. A state code must be entered for a facility in the United States.
- c. Enter "00" for possessions and foreign countries.

2. **CHANGES:**

- a. No changes are necessary except to make corrections.

CHECKS:

MAX. LENGTH: 2

ALPHA/NUMERIC: NUMERIC

1. If DE 101 is "US", facility must have a valid state code (01-56).
2. If DE 101 is not "US", entry must be "00".

NFADB DATA ELEMENT NO. 102

DEFINITION:(CONTINUED)

<u>CODE</u>	<u>STATE</u>	<u>CODE</u>	<u>STATE</u>
01	Alabama	30	Montana
02	Alaska	31	Nebraska
04	Arizona	32	Nevada
05	Arkansas	33	New Hampshire
06	California	34	New Jersey
08	Colorado	35	New Mexico
09	Connecticut	36	New York
10	Delaware	37	North Carolina
11	District of Columbia	38	North Dakota
12	Florida	39	Ohio
13	Georgia	40	Oklahoma
15	Hawaii	41	Oregon
16	Idaho	42	Pennsylvania
17	Illinois	44	Rhode Island
18	Indiana	45	South Carolina
19	Iowa	46	South Dakota
20	Kansas	47	Tennessee
21	Kentucky	48	Texas
22	Louisiana	49	Utah
23	Maine	50	Vermont
24	Maryland	51	Virginia
25	Massachusetts	53	Washington
26	Michigan	54	West Virginia
27	Minnesota	55	Wisconsin
28	Mississippi	56	Wyoming
29	Missouri		

NFADB DATA ELEMENT NO. 103

NAME: COUNTY CODE

ABBREVIATION: CUY-CDE

DEFINITION:

"County Code" is a code representing the first level geopolitical subdivision of a state of the United States, where a facility is located. Counties are alphabetically listed in SECNAVINST 5200.20; their related codes contain five digits. The first two digits indicate the pertinent state; the last three digits are the County Code, i.e., this DE.

SOURCES OF DATA:

1. Knowledge of county in which facility is located.
2. Reliable maps showing county boundaries.
3. SECNAVINST 5200.20.
4. GSA "Worldwide Geographical Location Codes" available by Fedstrip or Milstrip (Federal Supply Stock No. 7610-926-9078).

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Determine the name of the county in which the facility is located and enter the appropriate code.
 - b. A county code from SOURCES 3 or 4 must be entered for a facility in the United States.
 - c. Enter "000" for possessions and foreign countries.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. If a facility is located in a state of the United States, it must have a valid 3-digit county code.
2. If located in possessions or foreign countries, it must contain 3 zeroes (000).

NFADB DATA ELEMENT NO. 104

NAME: CITY CODE

ABBREVIATION: CTY-CDE

DEFINITION:

"City Code" is the code assigned to the city or the city in closest proximity to the facility.

SOURCES OF DATA:

1. Knowledge of city in which the facility is located.
2. Reliable maps showing city boundaries.
3. SECNAVINST 5200.20.
4. GSA "Worldwide Geographical Location Codes" available by Fedstrip or Milstrip (Federal Supply Service Stock No. 7610-926-9078).

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Determine the name of the city in which the facility is located and enter the appropriate code from SOURCE 4.
- b. Enter "0000" if city code is not applicable.

2. **CHANGES**

- a. No changes are necessary except to make corrections.

CHECKS:

MAX. LENGTH: 4

ALPHA/NUMERIC: NUMERIC

1. City code must exist in GSA Worldwide Geographic Location Code Listing.

NFADB DATA ELEMENT NO. 106

NAME: SPECIAL AREA CODE

ABBREVIATION: SA

DEFINITION:

"Special Area Code" is the code assigned to a Geographical Area in which a facility is located. A Special Area is a geographic area not physically located at the main site, under the cognizance of a host activity, which is specially identified because of its location. Cognizant Engineering Field Divisions approve the assignment of Special Area Codes for Navy activities and Headquarters Marine Corps approves for Marine Corps activities.

SOURCES OF DATA:

1. EFD Code 20 or CMC Code LFL as appropriate.
2. Property Record/Facility Number Indexes provided by FACSO with new Property Records.
3. Master Activity General Information Control System (MAGIC).

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Determine the Special Area in which the facility is located from SOURCE 2 or 3 and enter the appropriate code.
- b. If a new Special Area code is required, request from SOURCE 1.

2. **CHANGES:**

- a. If a Special Area code is to be deleted, process PR change(s) prior to deleting code from the MAGIC System.

CHECKS: **MAX. LENGTH:** 2 **ALPHA/NUMERIC:** ALPHABETIC

1. Must be a valid code in MAGIC Data Base.

NFADB DATA ELEMENT NO. 107

NAME: FACILITY LOCATION MAP GRID

ABBREVIATION: FTY-LOC-MG

DEFINITION:

"Facility Location Map Grid " is the coded location of a reported facility derived from the grid of the General Development or Existing Conditions Map of the reporting activity. The Grid Number is formed at the intersection of the horizontal and vertical coordinates(alpha/numeric indicators) that border the map.

SOURCES OF DATA

1. The General Development or Existing Conditions Map of the reporting activity.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Determine the location of the facility from SOURCE and enter the appropriate map grid number.

2. **CHANGES:**

- a. No changes are necessary except to make corrections.

CHECKS:

MAX. LENGTH: 8

ALPHA/NUMERIC: ALPHA/NUMERIC

1. All owned buildings must have a map grid number.
2. Structures and ingranated facilities may have a map grid number; owned buildings, with special area designator, may have a map grid number.

NFADB DATA ELEMENT NO. 201

NAME: ESTATE CODE

ABBREVIATION: ESA-CDE

DEFINITION:

"Estate Code" indicates the nature of the Department of Navy's ownership or interest in a Class 1 or Class 2 facility, and how the facility was acquired. Codes starting with "1" indicate permanent acquisitions; codes starting with "2" indicate temporary acquisitions.
(See page 201-A.)

SOURCES OF DATA:

1. EFD contract/real estate documents.
2. Activity maintained documentation by Public Works Department or Public Works Center servicing the activity.
3. Page 201-A.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Determine the acquisition method from SOURCE and enter the appropriate code.
2. **CHANGES:**
 - a. No changes are necessary except for corrections.

CHECKS: **MAX LENGTH:** 2 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must be a valid code from DEFINITION (page 201A).

NFADB DATA ELEMENT NO. 201

DEFINITION: (CONTINUED)

ACQUISITIONS PERMANENT

CODE METHOD/ABBREVIATION

- 11 **MCON** (Military Construction Navy)
- 1G **REASSIGN MCON**(Reassignment - Military Construction Navy)

- 12 **MCNR** (Military Construction, Navy Reserve)
- 1H **REASSIGN MCNR**(Reassignment - Military Construction, Navy Reserve)

- 13 **OTHER MIL**(Military funding other than MCON/MCNR, to include self help and BRAC)
- 1I **REASSIGN OTHER MIL**(Reassignment - Military funding other than MCON/MCNR, to include self help and BRAC))

- 14 **REASSIGNMENT**(Reassignment from within Navy)

- 15 **TRANS USA**(Transfer from Army)
- 1J **REASSIGN TRANS USA**(Transfer from Army)

- 16 **TRANS USAF**(Transfer from Air Force)
- 1K **REASSIGN TRANS USAF**(Reassignment - Transfer from Air Force)

- 17 **TRANS OTHER**(Transfer from other Federal Agency)
- 1L **REASSIGN OTHER**(Reassignment - Transfer from other Federal Agency)

- 18 **PURCHASE**(Purchased by Navy)
- 1M **REASSIGN PURCHASE**(Reassignment - Purchase by Navy)

- 19 **DONATION**(Donation to Navy)
- 1N **REASSIGN DONATION**(Reassignment - Donation to Navy)

- 1A **EXCHANGE**(Exchange to Navy)
- 1P **REASSIGN EXCHANGE**(Reassignment - Exchange to Navy)

- 1B **INVENTORY**(Gain by inventory)
- 1Q **REASSIGNINVENTORY**(Reassignment - Gain by inventory)

- 1D **EASEMENT, PERMANENT**(Easements in Perpetuity to Navy)
- 1R **REASSIGN EASEMENT, PERMANENT**(Reassignment - Easements in Perpetuity to Navy)

- 1F **CNDM** (Condemnation by Navy)
- 1S **REASSIGN CNDM**(Reassign - Condemnation by Navy)

NFADB DATA ELEMENT NO. 201

DEFINITION: (CONTINUED)

ACQUISITIONS TEMPORARY

CODE METHOD/ABBREVIATION

- 2A **NATO** Infrastructure (U.S. Navy dedicated use)
- 2B **NATO** Infrastructure (common use)

- 21 **IN LEASE**(to Navy)
- 22 **LICENSE/PERMIT**(From other military department to Navy)

- 23 **LICENSE/PERMIT**(From nonmilitary U.S. Government
- 24 **LICENSE/PERMIT**(From other than those coded 22 and 23 to Navy)

- 25 **JOINT USE AGREEMENT**(to Navy)
- 26 **EASEMENTTEMPORARY**(Temporary easement to Navy)

- 27 **FMRA** (Foreign Military Rights Agreement to Navy)
- 28 **OTHER**(to Navy)

NFADB DATA ELEMENT NO. 202

NAME: ACQUISITION CONTRACT NUMBER

ABBREVIATION: ACQ-CNT

DEFINITION:

"Acquisition Contract Number" is the contract number for the acquisition of a Class 1 or Class 2 facility owned by or ingranted to Department of Navy.

SOURCES OF DATA:

1. Contract documents maintained by ROICC and EFD Acquisition Department (Code 09A).
2. Real estate documents maintained by EFD Real Estate Division.
3. Appropriate documents as maintained by the Public Works Department or Public Works Center.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Determine the contract or document number from SOURCES above.
- b. Do not enter the dash marks or spaces used to separate a set of characters within the contract number.
- c. Leave blank if contract or document number is not applicable.

2. **CHANGES:**

- a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 15 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must be entered if DE 201, Estate Code is "11" or "12".

NFADB DATA ELEMENT NO. 203

NAME: ACQUISITION DATE

ABBREVIATION: ACQ-DTE

DEFINITION:

"Acquisition Date" is the date, e.g. 30 SEP 19XX, when a particular facility was first acquired by a reporting activity, i.e., when accountability for the facility was assigned to the activity.

SOURCES OF DATA:

1. ROICC/EFD contract/project records.
2. Activity job order/project records.
3. EFD Real Estate Division records.
4. DD Form 1354, Transfer and Acceptance of Military Real Property.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Determine the acquisition date from SOURCE and as follows:

- (1) New construction: Usable Completion Date (UCD)
- (2) Transfers: Date receiving activity signs DD Form 1354
- (3) Reassignments: Date property records are changed or date reassignment is effective
- (4) Exchange, purchase or lease: Effective date of lease/agreement
- (5) Gain by inventory: Date record is added to inventory (if acquisition date is unknown).

2. **CHANGES:**

- a. No changes are necessary except to make corrections.

CHECKS:

MAX. LENGTH: 8

ALPHA/NUMERIC: ALPHA/NUMERIC

1. The first 4 digits must be the 4 digit year, e.g. 19XX; the next 2 digits must be the month (01-12); and the last 2 digits must be the day (01-31).
2. Date cannot be subsequent to current year.

NFADB DATA ELEMENT NO. 204

NAME: FACILITY COST TO U.S. GOVERNMENT

ABBREVIATION: FTY-GVT-COS

DEFINITION:

"Facility Cost to U.S. Government" indicates the cumulative cost to date of an owned facility as transferred by the Plant Property Accounting Activity into the real property financial records of the activity. Includes acquisition cost plus all reportable capital improvement costs. The appraised or estimated value at the time of acquisition is recorded as "Facility Cost to U.S. Government" for facilities acquired by donation.

SOURCES OF DATA:

1. EFD Acquisition Department (Code 09A).
2. Designated Plant Property Accounting Activity for the reporting activity.
3. Job order records in the files of the activity's Public Works Department or the Public Works Center servicing the activity.
4. NAVCOMPT Form 621, Correction Notice prepared by EFD Financial Management Division.
5. EFD Real Estate Division (Code 24).

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Determine the cost from SOURCE and enter appropriate amount.
- b. Construction project costs are reportable as of UCD with the cost to date plus the amount estimated to bring project to financial completion.
- c. If DE 201, Estate Code is 19 (Donation), enter the appraised or estimated value of the facility.
- d. If DE 201, Estate Code is IB (Gain by Inventory) and no financial records exist, enter an estimated cost.
- e. If military labor is involved, see NAVCOMPT Manual, paragraphs 036107 and 035750.
- f. For land, enter only the cost of the land; exclude administrative costs.

2. ***CHANGES:***

- a. Determine capital improvement costs from SOURCE 1, 2 or 3 and enter new total cost.
- b. Determine final construction project cost from SOURCE 3 or 4 and enter adjusted cost.
- c. If military labor and material are involved, see NAVCOMPT Manual, Volume 3, Chapter 6, paragraphs 036107 and 035750.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. Must have an entry if first position of DE 201 is a "1".

NFADB DATA ELEMENT NO. 205

NAME: INGRANT APPRAISED/ESTIMATED VALUE

ABBREVIATION: ING-APS-EST-VAL

DEFINITION:

"Outgrant Appraised/Estimated Value" is the current worth in dollars of a outgranted facility, as determined by an appraisal or estimate. Outgrant appraised value is applied to outgrants. When an appraisal is not available or warranted, an estimated value will be used.

SOURCES OF DATA:

1. EFD Real Estate Division (Code 24).
2. Activity representative or EFD Code 20 for estimates.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Determine the appraised or estimated value from SOURCE and enter appropriate amount for facilities which have been outgranted to outgrantee typescoded 5, 6, or 7 in DE 216.

2. **CHANGES:**

- a. Updated appraisals/estimates are to be provided by SOURCE at the time of renewal for outgrants.

CHECKS: **MAX. LENGTH:** 9 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must be numeric.
2. Must be entered if entry in DE 204 is "zero" or spaces.

NFADB DATA ELEMENT NO. 206

NAME: INGRANT APPRAISAL/ESTIMATE DATE

ABBREVIATION: ING-APS-EST-DTE

DEFINITION:

"Outgrant Appraisal/Estimate Date" is the date, e.g. 30 SEP 19XX, on which an appraisal or estimate of the current worth of an outgranted facility was made.

SOURCES OF DATA:

1. EFD Real Estate Division (Code 24).
2. Activity public works representative or EFD Code 20 for estimates.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Enter the date on which the appraised or estimated value, DE 205, was determined.

2. **CHANGES:**

- a. Enter the date on which the appraised value, DE 205, was updated.

CHECKS: **MAX. LENGTH:** 9 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Date cannot be subsequent to current year.
2. First 4 digits are the 4-digit year, e.g. 19XX, next 2 digits must be month, (01-12), and the last 2 digits must be day, (01-31).

NFADB DATA ELEMENT NO. 207

NAME: LAND CATEGORY CODE

ABBREVIATION: LND-CCN

DEFINITION:

"Land Category Code" is a numeric code used to identify the estate of Navy and Marine Corps Class 1 Real Property (i.e., Land), and how that estate was first acquired by the U.S. Government for use by the Department of Navy. Estate is defined as the degree, nature, extent, and quality of interest or ownership that the U.S. Government has in the property. The first three digits of the code are a DOD standard: they specify the facility class, category group, and basic category; the fourth and fifth digits are added to provide more definitive categorization of the Navy's facilities.

SOURCES OF DATA:

1. NAVFAC P-72.
2. EFD Real Estate Division documents.
3. Activity's Real Estate Summary Maps (RESM).

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. For Class 1 (Land) determine the category code appropriate for the type of land.
 - b. For Class 2 facilities, determine the category code for the land on which the facility is built.
 - c. If located on more than one type of land, report the category code for the largest area of land occupied by the facility.
2. **CHANGES:**
 - a. Based upon SOURCE, make corrections as necessary.

CHECKS: **MAX. LENGTH:** 5 **ALPHA/NUMERIC:** NUMERIC

1. Must be valid land category code (900 series in NAVFAC P-72).
2. This entry is mandatory.

NFADB DATA ELEMENT NO. 208

NAME: INGRANT DOD INSTALLATION INDICATOR

ABBREVIATION: ING-DOD-ISN

DEFINITION:

"DOD Installation Indicator" is a code which signifies whether or not an ingrant facility or Department of Navy used land is located on, or is a part of, a Department of Defense installation.

SOURCES OF DATA:

1. EFD Real Estate Division.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. For ingrant facilities, determine if the facility is located on a Department of Defense installation from SOURCE. If located on a DOD installation, enter "Y" for yes; if not, enter "N" for no.
- b. Leave blank if facility is owned.

2. **CHANGES:**

- a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 1 **ALPHA/NUMERIC:** ALPHABETIC

1. Must be "Y" or "N" if first position of entry in DE 201, Estate Code is "2".

NFADB DATA ELEMENT NO. 209

NAME: INGRANT RENT PAID INDICATOR

ABBREVIATION: ING-RPD-IDR

DEFINITION:

"Ingrant Rent Paid Value" is the dollar amount of annual rental scheduled to be paid, at the current rate of exchange, for ingrant facilities; or "Accommodation Charges" or similar/equivalent charges to be paid to foreign governments under terms of Foreign Military Rights agreements.

SOURCES OF DATA:

1. Ingrant instrument for the property in question.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. For a single ingrant, enter the annual rental paid.
- b. For multiple ingrant facilities, Class 1 and/or 2, select a "Key" facility and enter the annual rental paid on the record for this facility.
- c. For other than the "Key" facility on multiple ingrants, enter N/A.
- d. For rent-free facilities, enter 0 (zero).

2. **CHANGES:**

- a. No changes are necessary except for corrections or when the lease is re-negotiated and annual rental changes.
- b. For multiple ingrants, if the "Key" facility is changed, enter the rental paid on another selected "Key" facility. For the facilities which are NOT the "Key" facilities on multiple ingrants, enter N/A.

CHECKS:

MAX. LENGTH: 8

ALPHA/NUMERIC: ALPHA/NUMERIC

1. Must be transacted if first position of DE 201 is a "2".

NFADB DATA ELEMENT NO. 210

NAME: REFERENCE PROPERTY RECORD

ABBREVIATION: ING-REF-PTY-REC-NUM

DEFINITION:

"Reference Property Record" is the number of the PR on which is entered the total annual rent paid under a multiple facilities lease, when that lease does not stipulate how much of the total rent can be identified with each of the facilities.

SOURCES OF DATA:

1. Property Records.
2. Ingrant instrument for property in question.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. If the lease being reported is a single facility enter N/A.
- b. If the lease being reported covers multiple facilities, enter N/A only for the "Key" facility selected. For other than the "Key" facility, enter the Property Record number of the "Key" facility. See DE 209, Rent Value.

2. **CHANGES:**

- a. If the "Key" facility is changed, enter N/A on the PR of the newly selected facility and the PR number of the new "Key" facility on PRs of other facilities under the multiple lease.

CHECKS:

MAX. LENGTH: 6

ALPHA/NUMERIC: ALPHA/NUMERIC

1. If DE 209 is numeric, this DE must be spaces.
2. This DE must be filled if DE 209 is N/A.

NFADB DATA ELEMENT NO. 211

NAME: INGRANT EFFECTIVE DATE

ABBREVIATION: ING-EFF-DTE

DEFINITION:

"Ingrant Effective Date" is the date, e.g., 30 SEP 19XX, when an ingrant became effective, or is to become effective. The effective date need not necessarily be the date on which the instrument was agreed to, signed, or approved.

SOURCES OF DATA:

1. Ingrant instrument.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Enter the effective date of the ingrant 30 SEP 91.

2. **CHANGES:**

- a. Enter new effective date when ingrant is renewed (DE 203 is not affected by this change).

CHECKS:

MAX. LENGTH: 8

ALPHA/NUMERIC: ALPHA/NUMERIC

1. The first 4 digits must be the 4 digit year, e.g. 19XX; the next 2 digits must be the month (01-12); and the last 2 digits must be the day (01-31).

NFADB DATA ELEMENT NO. 212

NAME: INGRANT EXPIRATION DATE

ABBREVIATION: ING-EPN-DTE

DEFINITION:

"Ingrant Expiration Date" is the date, e.g., 30 SEP 19XX, when an ingrant is to expire.

SOURCES OF DATA:

1. Ingrant instrument.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Enter the expiration date of the ingrant.
- b. If an expiration date is not specified, enter N/A in place of the month.

2. **CHANGES:**

- a. Enter new expiration date when ingrant is renewed.

CHECKS:

MAX. LENGTH: 8

ALPHA/NUMERIC: ALPHA/NUMERIC

1. If entry is N/A, DE 213 must be blank.
2. If the expiration date is not specified, replace the 2 digit month with "NA" or leave the date blank.
3. The first 4 digits must be the 4 digit year e.g. 19XX; the next 2 digits must be the month (01-12); and the last 2 digits must be the day (01-31).

NFADB DATA ELEMENT NO. 213

NAME: MAXIMUM TERM-INGRANT

ABBREVIATION: ING-MXM-TERM

DEFINITION:

"Maximum Term Ingrant" is the longest period of time (expressed in years) provided for in the ingrant instrument. This period is the sum of the time interval between the effective date and expiration date, and the period(s)--if any--for which the instrument may be extended/renewed. Maximum term does not apply to ingrants without an expiration date (i.e. indefinite/open-ended agreement).

SOURCES OF DATA:

1. Ingrant instrument.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Enter the maximum term (years) for the ingrant from SOURCE.
- b. Leave blank for ingrants without an expiration date.

2. **CHANGES:**

- a. Enter new maximum term when ingrant is re-negotiated or renewed.

CHECKS: **MAX. LENGTH:** 2 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. If entry is blank, DE 212 must be N/A.

NFADB DATA ELEMENT NO. 214

NAME: OUTGRANT CONTRACT NUMBER

ABBREVIATION: OTG-CNT-NUM

DEFINITION:

"Outgrant Contract Number" is the identifying number of the Navy contract outgranting a Class 1 or Class 2 facility or a portion of a facility.

SOURCES OF DATA:

1. Outgrant instrument.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Determine the contract/document number from SOURCE above.
- b. Do not enter the dash marks or spaces used to separate a set of characters within the contract number.

2. **CHANGES:**

- a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 15 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must be transacted if DE 222 (Outgrant ID) has entry.

NFADB DATA ELEMENT NO. 215

NAME: OUTGRANTEE NAME

ABBREVIATION: OTG-OGE-NME

DEFINITION:

"Outgrantee Name" is the name of the individual, business firm, or agency (Federal, state, local, other) to whom a Navy facility or portion thereof is outgranted.

SOURCES OF DATA:

1. Outgrant instrument.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE, determine the outgrantee name.
- b. Abbreviate the name not to exceed 25 characters, if necessary.

2. **CHANGES:**

- a. No changes are necessary except to make corrections or to indicate termination of the outgrant.

CHECKS: **MAX. LENGTH:** 25 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must be transacted if DE 222 (Outgrant ID) has entry.

NFADB DATA ELEMENT NO. 216

NAME: OUTGRANTEE TYPE

ABBREVIATION: OTG-TYP

DEFINITION:

"Outgrantee Type" specifies the type of outgrantee to whom a facility or portion thereof is outgranted. (See page 216-A.)

SOURCES OF DATA:

1. Outgrant instrument and code from DEFINITION.
2. Page 216-A.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE, determine the appropriate outgrantee type code.

2. **CHANGES:**

- a. No changes are necessary except to make corrections. Changes in outgrantee type indicate termination of the outgrant.

CHECKS:

MAX. LENGTH: 1

ALPHA/NUMERIC: NUMERIC

1. Must be a valid type code 2 through 8 and must be entered if DE 222 is transacted.

NFADB DATA ELEMENT NO. 216

DEFINITION: (CONTINUED)

<u>CODE</u>	<u>ABBREVIATION</u>	<u>TYPE</u>
2	ARMY	An Army Activity
3	AIR FORCE	An Air Force Activity
4	OTHER FED	A Non-DOD Federal Agency (e.g., Coast Guard)
5	OTHER GOV	A unit of state/local government (e.g., National Guard)
6	NON GOV	A non-governmental agency or firm (Credit Union, Telephone Company, etc.)
7	INDIVIDUAL	An individual
8	DEFENSE	DOD agency other than Army/Navy/Air Force (e.g., DOD Logistics Agency, DOD Communications Agency DOD Intelligence Agency)

NFADB DATA ELEMENT NO. 217

NAME: OUTGRANTEE EFD ORIG CONTRACT NUMBER

ABBREVIATION: OTG-EFD-CNT-NUM

DEFINITION:

"Outgrantee EFD Original Contract Number" is the number that identifies the original contract number of an outgrant.

SOURCES OF DATA:

1. Information is obtained from the original contract or some other related document.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the contract number that appears on the outgrant document.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS:

MAX. LENGTH: 15

ALPHA/NUMERIC: ALPHA/NUMERIC

1. Do not enter the dash marks or spaces used to separate a set of characters within a contract number.

NFADB DATA ELEMENT NO. 222

NAME: OUTGRANT IDENTIFIER

ABBREVIATION: OTG-IDN

DEFINITION:

"Outgrant Identifier" is a dual-purpose coding device which is used (1) to identify the outgrant record (OR) which reports the outgranting of a Navy owned/ingranted land or facility, or a portion thereof, and (2) to identify the outgrantee as a user of a reported facility or land.

SOURCES OF DATA:

1. Derived from judgment.
2. Property Record Number Index provided by FACSO.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. The initial outgrant on any one owned or ingranted facility is to be identified with the code "AA".
- b. Subsequent outgrants are to be identified with a code in sequence from the series of alphabetic codes "AA" through "ZZ".

2. ***CHANGES:***

- a. No changes are necessary except to make corrections to a code or when canceling an outgrant.

CHECKS:

MAX. LENGTH: 2

ALPHA/NUMERIC: ALPHABETIC

1. Must be a two alphabetic character (AA through ZZ) set that does not duplicate an identifier previously processed for same property record.

NFADB DATA ELEMENT NO. 224

NAME: TYPE OF OUTGRANT INSTRUMENT

ABBREVIATION: OTG-IST

DEFINITION:

"Type of Outgrant Instrument" specifies the kind of outgrant instrument that is applicable to the outgrant being reported. (See page 224-A.)

SOURCES OF DATA:

1. Outgrant instrument.
2. Page 224-A.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE, apply the type of outgrant instrument code.

2. **CHANGES:**

- a. No changes are necessary. Changes indicate a termination of the outgrant.

CHECKS: **MAX. LENGTH:** 1 **ALPHA/NUMERIC:** NUMERIC

1. Must be numeric code 1 through 7.
2. Must be transacted if DE 222 (Outgrant ID) has entry.

NFADB DATA ELEMENT NO. 224

DEFINITION:(Continued)

<u>CODE</u>	<u>ABBREVIATION</u>	<u>REMARKS</u>
1	OUTLEASE	Lease from Navy to the outgrantee entered in DE 216.
2	USE AGRMT	Agreement in which Navy is host to the non-DOD Federal agency entered in DE 216.
3	OTHER AGRMT	Types of outgrant instruments otherwise not listed herein.
4	LICENSE/PERMIT	License or permit from Navy to the outgrantee entered in DE 216.
5	OUTEASMT	Easement from Navy to the outgrantee entered in DE 216.
6	HOST TENANT	Host tenant real estate agreement in which Navy is the host and the tenant is the non-Navy DOD activity/command entered in DE 216 (excludes intra-Navy agreements).
7	PL AGRMT	Pole line agreement with any OUTGRANTEE, other than a Federal agency, in which Navy grants the right to mount and maintain a utility line or lines on Navy owned utility poles.

NFADB DATA ELEMENT NO. 225

NAME: RENT RECEIVED

ABBREVIATION: OTG-RRC

DEFINITION:

"Rent Received" is the actual dollar amount of annual rental scheduled to be received by Navy, at the current rate of exchange, for outgranted facilities; or the estimated dollar amount of rental scheduled to be realized under the rental terms of the outgrant instrument in instances when those terms are flexible and are related to the outgrantee's use of, or production in, the outgranted facility.

SOURCES OF DATA:

1. Outgrant instrument.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Determine the annual rental amount from SOURCE and enter in first 8 positions of data field. If outgrant is rent free, enter "0".
- b. If annual rental amount is estimated because of flexible terms, enter "E" for estimate in 9th position of data field.
- c. For multiple facility outgrants, select a "Key" facility and enter the total annual rental on the record for this facility.
- d. For other than the "Key" facility on multiple facility outgrants, enter zeroes and an "R" (for ref OR) in the 9th position of the data field. (A = Actual, E = Estimated, F = Free Rent, R = Reference PR Number in DE 225 is zerox, Spaces = Spaces allowed if DE 225

is blank.)

2. **CHANGES:**

- a. Changes are made based upon renewal of outgrant or corrections.

CHECKS: **MAX. LENGTH:** 8 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must contain an entry if DE 222 (Outgrant ID) is transacted.
2. First 8 characters must be numeric and last character must be A, E, F, R, or blank.

NFADB DATA ELEMENT NO. 226

NAME: REFERENCE OUTGRANT RECORD

ABBREVIATION: OTG-REF-PTY-NUM

DEFINITION:

"Reference Outgrant Record" is the number of the outgrant record on which is entered the total annual rent received under a multiple facilities lease, when that lease does not stipulate how much of the total rent can be identified with each of the facilities. The number consists of the applicable Property Record number and the outgrant identifier.

SOURCES OF DATA:

1. Outgrant and Property Records.
2. Outgrant instrument.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. If the outgrant being reported is for a single facility, enter zeroes.
- b. If the outgrant being reported covers multiple facilities, enter zeroes only for the "Key" facility selected. For other than the "Key" enter zero on the record of the facility, enter the Property Record number and outgrant identifier of the "Key" facility. See DE 225, Rent Received.

2. **CHANGES:**

- a. If the "Key" facility is changed, enter zero on the record of the newly selected facility and the Property Record number and outgrant identifier of the new "Key" facility on records of other facilities under the multiple facility outgrant.

CHECKS:

MAX. LENGTH: 8 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. First 6 characters are numeric and last 2 are alphabetic.
2. If DE 225 is numeric, this field must be SPACES.
3. If DE 225 is zeroes and the last character is an "R", this field must be filled.

NFADB DATA ELEMENT NO. 227

NAME: COST REFERENCE DOCUMENT NUMBER

ABBREVIATION: CRDN

DEFINITION:

"Cost Reference Document Number" is the job order or contract number of the document(s) from which facility cost data is extracted for entry to property records. The numbers are used by Plant Property Accounting Activities (PAA) to reconcile facility cost changes on Class 1 and 2 property record with cost documents passing through the Department of Navy accounting system.

SOURCES OF DATA:

1. NAVCOMPT Form 621
2. Job and purchase order records

INSTRUCTIONS:

1. NEW RECORDS:

- a. For MCON funded Construction and land acquisitions, the EFD Code 20 will enter the associated NCF 621 numbers to the NFADB for Navy activities. For Marine Corps activities, the EFD Code 20 will enter the associated NCF 62 numbers to the APRs that are forwarded to Marine Corps activities.
- b. For other than MCON funded construction and land acquisitions, the acquiring activity will enter the associated job and/or purchase order numbers on APRS.

2. CHANGES:

- a. Same as for new records.

CHECKS: **MAX. LENGTH:** 15 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Appears only on the NFADB Transaction Ledger with associated cost changes. Data element does not appear on a property record. After transfer to the Transaction Ledger, this DE will default to spaces.

NFADB DATA ELEMENT NO. 229

NAME: EFFECTIVE DATE OUTGRANT

ABBREVIATION: OTG-EFF-DTE

DEFINITION:

"Effective Date - Outgrant" is the date (e.g., 30 SEP 19XX) when an outgrant became effective, or is to become effective. The effective date need not be the date on which the instrument was agreed to, signed or approved.

SOURCES OF DATA:

1. Outgrant instrument.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From source, obtain the date that the outgrant is or is to be effective.

2. **CHANGES:**

- a. Enter new effective date when outgrant is renewed.

CHECKS: **MAX. LENGTH:** 9 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first 4 digits must be the 4 digit year, e.g. 19XX; the next 2 digits must be the month (01-12); and the last 2 digits must be the day, (01-31).

NFADB DATA ELEMENT NO. 230

NAME: EXPIRATION DATE - OUTGRANT

ABBREVIATION: OTG-EPN-DTE

DEFINITION:

"Expiration Date - Outgrant" is the date(e.g., 30 SEP 19XX) when an outgrant is to expire.

SOURCES OF DATA:

1. Outgrant instrument.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From the source obtain the date that the outgrant is to expire.
 - b. If an expiration date is not specified, enter N/A in place of the month.
2. **CHANGES**
 - a. Enter new expiration date when outgrant is renewed.

CHECKS: **MAX. LENGTH:** 9 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first 4 digits must be the 4 digit year, e.g. 19XX; the next 2 digits must be the month (01-12); and the last 2 digits must be the day (01-31).

NFADB DATA ELEMENT NO. 231

NAME: MAXIMUM TERM - OUTGRANT

ABBREVIATION: OTG-MXM-TERM

DEFINITION:

"MAXIMUM TERM - OGTGRANT" defines the longest period of time (in years) allowed by the outgrant instrument. This is the sum of the interval between the effective date and the expiration date, and the period, if any, for which the instrument may be extended or renewed.

SOURCES OF DATA:

1. Outgrant instrument

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Enter the maximum term (years) for the outgrant from SOURCE.
- b. Leave blank for outgrants without an expiration date.

2. **CHANGES:**

- a. Enter new maximum term when outgrant is re-negotiated or renewed.

CHECKS:

MAX. LENGTH: 2

ALPHA/NUMERIC: NUMERIC

1. Must not be used if DE 230 is "N/A".

NFADB DATA ELEMENT NO. 232

NAME: COST CHANGE EFFECTIVE DATE

ABBREVIATION: COS-EFF-DTE

DEFINITION:

"Cost Change Effective Date" (e.g. 30 SEP 19XX), is the date associated with a cost correction, capital improvement, or acquisition cost. It is the date that the cost was incurred and is recorded so that current dollar amounts can properly be converted to constant dollar amounts.

SOURCES OF DATA:

1. EFD contract/project records.
2. Activity project records.
3. EFD Real Estate Division records.
4. DD Form 1354, Transfer and Acceptance of military real property.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the date from the items listed in SOURCES.
2. **CHANGES:**
 - a. Enter the date from the items listed in SOURCES.

CHECKS:

MAX. LENGTH: 8

ALPHA/NUMERIC: NUMERIC

1. First 4 digits are the 4-digit year, e.g. 19XX; next 2 digits are month, (01-12) and the last 2 digits are the date (01-31).

NFADB DATA ELEMENT NO. 233

NAME: INGRANT EFD ORIGINAL CONTRACT

ABBREVIATION: ING-EFD-CNT

DEFINITION:

"Ingrant EFD Original Contract Number" identifies a license issued for an ingrant.

SOURCES OF DATA:

1. EFD Real Estate Division (Code 24).
2. EFD Facilities Planning Division (Code 20).

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. Enter the effective date of the ingrant.
- b. Determine the contract/document number from SOURCE above.
- c. Do not enter the dash marks or spaces used to separate a set of characters within the contract number.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections.

CHECKS: None ***MAX. LENGTH:*** 15 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

1. No embedded dashes or spaces.

NFADB DATA ELEMENT NO. 234

NAME: INGRANT LESSOR NAME

ABBREVIATION: ING-LES-NME

DEFINITION:

"Ingrant Lessor Name" is the name of the property owner from which the Navy is leasing Class 1 or 2 real property.

SOURCES OF DATA:

1. Ingrant instrument..

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Enter the ingrant lessor name from SOURCE.

1b. **OLD RECORDS:**

- b. Enter the ingrant lessor name from SOURCE.

2. **CHANGES:**

- a. No changes are necessary except to make corrections.

CHECKS: None

MAX. LENGTH: 15

ALPHA/NUMERIC: ALPHA

NFADB DATA ELEMENT NO. 235

NAME: INGRANT APPRAISED/ESTIMATED INDICATOR

ABBREVIATION: ING-APS-EST-IND

DEFINITION:

"Ingrant Appraised Estimate Indicator" is a one character field which indicates whether the appraised estimate is actual or estimated. Entry must be an "A" or "E" when ING-APS-EST-VAL is transacted. Entry must be a space when ING-APS-EST-VAL is blank or spaces

SOURCES OF DATA:

1. EFD Real Estate Division.
2. EFD Facilities Planning Division for estimates.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Determine the appraised or estimated value from SOURCE and enter appropriate amount for all ingranted facilities, and facilities which have been outgranted to outgrantee types coded 5, 6, or 7 in DE 216.
- b. Enter "A" in last position of field if appraised value is based on appraisal, enter "E" if value is based on an estimate.

2. **CHANGES:**

- a. Updated appraisals/estimates are to be provided by SOURCE at the time of renewal for ingrants and outgrants.

CHECKS: None **MAX. LENGTH:** 1 **ALPHA/NUMERIC:** ALPHA

1. The alpha character must be an "A" or "E".
2. Must be entered if entry in DE 204 is zero or spaces.

NFADB DATA ELEMENT NO. 236

NAME: INGRANT RENT PAID VALUE

ABBREVIATION: ING-RPD-VAL

DEFINITION:

"Ingrant Rent Paid Value" is the dollar amount of annual rental scheduled to be paid, at the current rate of exchange, for ingrant facilities; or "Accommodation Charges" or similar/equivalent charges to be paid to foreign governments under terms of Foreign Military Rights agreement.

SOURCES OF DATA:

1. Ingrant instrument for the property in question.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. For a single ingrant, enter the annual rental paid.
- b. For multiple ingrant facilities, Class 1 and/or 2, select a "key" facility and enter the annual rental paid on the record for this facility.
- c. For other than the "key" facility on multiple ingrants, enter N/A.
- d. For rent-free facilities, enter 0 (zero).

2. **CHANGES:**

- a. No changes are necessary except for corrections or when the lease is renegotiated and annual rental changes.
- b. For multiple ingrants, if the "key" facility is changed, enter the rental paid on another selected "key" facility. For the facilities which are NOT the "key" facilities on multiple ingrants, enter N/A.

CHECKS:

MAX. LENGTH: 8

ALPHA/NUMERIC: NUMERIC

1. Must be transacted if first position of DE 201 is a "2".

NFADB DATA ELEMENT NO. 237

NAME: OUTGRANT RENT RECEIVED INDICATOR

ABBREVIATION: OTG-RRR-IDR

DEFINITION:

"Outgrant Rent Received Indicator" is a one character field which indicates whether the rent received is actual, estimated, or free.

SOURCES OF DATA:

1. Outgrant instrument.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Determine the annual rental amount from SOURCE and enter in first 8 positions of data field. If outgrant is rent free, enter "0".
- b. If annual rental amount is estimated because of flexible terms, enter "E" for estimate.
- c. For multiple facility outgrants, select a "key" facility and enter the total annual rental on the record for this facility.
- d. For other than the "key" facility on multiple facility outgrants, enter zeroes and an "R" (for ref OR) in the 9th position of the data field.

(A= Actual, E=Estimated, F= Free Rent, R= Reference PR Number in DE 225 is zero,
S= Spaces allowed if DE 225 is blank.)

2. **CHANGES:**

- a. Changes are made based upon renewal of outgrant or corrections..

CHECKS:

MAX. LENGTH: 1

ALPHA/NUMERIC: ALPHA/NUMERIC

1. Must contain an entry if DE 222 (Outgrant ID) is transacted.
2. First character must be numeric and last character must be A, E, F, R, or blank.

NFADB DATA ELEMENT NO. 238

NAME: OUTGRANT REFERENCE IDENTIFIER

ABBREVIATION: OTG-REF-OTG-IDR

DEFINITION:

"Outgrant Reference Outgrant Identifier" is a dual purpose coding device which is used (1) to identify the Outgrant Record (OR) which reports the outgranting of a Navy owned/ingranted land or facility, or a portion thereof, and (2) to identify the outgrantee as a user of a reported facility of land.

SOURCES OF DATA:

1. Derived from judgment.
2. Property Record number index provided by FACSO.

INSTRUCTIONS:

1. ***NEW RECORDS:***

- a. The initial outgrant on any one owned or ingranted facility is to be identified with the code "AA".
- b. Subsequent outgrants are to be identified with a code in sequence from the series of alphabetic codes "AA" through "ZZ" as follows: AA, AB, AC.....ZZ.

2. ***CHANGES:***

- a. No changes are necessary except to make corrections to a code or when canceling an outgrant.

CHECKS:

MAX. LENGTH: 2

ALPHA/NUMERIC: ALPHA

1. Must be a two alphabetic character (AA through ZZ) set, e.g. AA, AB, AC.....ZZ, that does not duplicate an identifier previously processed for the same property record.

NFADB DATA ELEMENT NO. 301

NAME: FACILITY LENGTH NFA (& METRIC)

ABBREVIATION: FTY-LTH-NFA (& METRIC)

DEFINITION:

"Facility Length NFA" (& Metric) is the outside measurement (to the nearest linear foot) of the longer dimension of buildings/structures.

SOURCES OF DATA:

1. Engineering drawings.
2. Field measurements.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE, and with the use of Appendix "C", determine the length of all buildings and only those structures for which NAVFAC P-72 requires an area measure in square feet (SF). Report length in whole numbers; no decimals can be entered.
- b. Leave field blank if length is not an appropriate measurement.

2. **CHANGES:**

- a. When a previously reported length has been increased or decreased, enter the new length.

CHECKS:

MAX. LENGTH: 7

ALPHA/NUMERIC: NUMERIC

1. Must be numeric.
2. Must be entered for all owned buildings and for those structures where P-72 requires an area measure in SF.
3. An increase or decrease in length resulting in a change of total square feet must be reflected in DE 304.

NFADB DATA ELEMENT NO. 302

NAME: FACILITY WIDTH NFA (& METRIC)

ABBREVIATION: FTY-WTH-NFA (& METRIC)

DEFINITION:

"Facility Width NFA" (& Metric) is the outside measurement (to the nearest linear foot) of the shorter dimension of buildings/structures.

SOURCES OF DATA:

1. Engineering drawings.
2. Field measurements.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE and with the use of Appendix "C", determine the width of buildings and only those structures for which NAVFAC P-72 requires an area measure in square feet (SF). Report width in nearest rounded whole number, no decimals.
- b. Leave field blank if width is not an appropriate measurement, e.g., circular facilities.

2. **CHANGES:**

- a. When a previously reported width has been increased or decreased enter the new width.

CHECKS:

MAX. LENGTH: 5

ALPHA/NUMERIC: NUMERIC

1. Must be numeric.
2. Must be entered for all owned buildings and for those structures where P-72 requires an area measure in SF.
3. An increase or decrease in width resulting in a change of total square feet must be reflected in DE 304.

NFADB DATA ELEMENT NO. 303

NAME: FACILITY HEIGHT NFA (& METRIC)

ABBREVIATION: FTY-HGT- NFA (& METRIC)

DEFINITION:

"Facility Height NFA" (& Metric) is the vertical measurement (to the nearest linear foot) between the lower most and uppermost points of a building or structure.

SOURCES OF DATA:

1. Engineering drawings.
2. Field measurements.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE and with the use of Appendix "C", determine the height of buildings and all other Class 2 facilities where height is an appropriate measurement.
- b. Leave field blank if height is not an appropriate measurement.

2. **CHANGES:**

- a. When a previously reported height has been increased or decreased, enter the new height.

CHECKS:

MAX. LENGTH: 4

ALPHA/NUMERIC: NUMERIC

1. Must be entered for all owned buildings.

NFADB DATA ELEMENT NO. 304

NAME: AREA (NFA & METRIC)

ABBREVIATION: FTY-ARA (NFA & METRIC)

DEFINITION:

"Facility Area" (NFA & Metric) applies to Class 2 facilities; it is the surface measurement (length times width) of buildings, pavement-type and other exterior structures (e.g., piers, etc.). For a regularly shaped multi-storied building (i.e., no basement, attic, penthouse), the area is the product of the exterior length times the width times the number of stories. The *area of irregularly shaped buildings or structures is the sum of the areas of its individual component parts. Attics, mezzanines, and basements are included only when converted to usable space. Loading platforms (roofed or not) are excluded "Area" of an irregular facility will not be equal to the length time the width.

SOURCES OF DATA:

1. Engineering drawings.
2. Field measurements.
3. NAVFAC P-72.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Area measure for all buildings is an OSD requirement.
- b. From SOURCE, determine the total area (outside measurement) of the Class 2 facility.
- c. If area measurement is not appropriate, leave field blank.
- d. The unit of measure for area is found in DE 308.
- e. See Appendix "C" for the area of a circular facility.

2. **CHANGES:**

- a. When a previously reported area has been increased or decreased, enter the new area.

CHECKS:

MAX. LENGTH: 8

ALPHA/NUMERIC: NUMERIC

1. Must be equal to the sums of DE's 515, 518, and 521 for all USES and USERS if facility is an owned or leased building.
2. Must be entered if entry in DE 006 is "BUILDING".

NFADB DATA ELEMENT NO. 305

NAME: NUMBER OF STORIES

ABBREVIATION: FTY-QTY-STOS

DEFINITION:

"Number of Stories" refers to the successive floors (including split levels) of a building, excluding attic/basement/mezzanine/penthouse. Split-level areas are considered "floors".

SOURCES OF DATA:

1. Engineering drawings
2. Field observation.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE, determine the number of stories in a building.
- b. Leave field blank for structures and utilities.

2. **CHANGES:**

- a. Enter the new number of stories when the number of stories is increased or decreased.

CHECKS:

MAX. LENGTH: 2

ALPHA/NUMERIC: NUMERIC

1. Must be greater than "0" and less than "50".
2. Must be transacted if entry in DE 006 is an owned "BUILDING".

NFADB DATA ELEMENT NO. 307

NAME: IRREGULAR-SHAPE FACILITY CODE

ABBREVIATION: IRG-CDE

DEFINITION:

"Irregular-Shape Facility Code" is a "Yes/No" indicator that a building/pavement type facility is, or is not, irregularly shaped. A facility is regularly shaped when its plan consists of four sides at right angles to one another. Minor recesses or projections such as architectural features to improve appearances or to add structural stability to buildings can be ignored insofar as building shape (regular/irregular) is concerned.

SOURCES OF DATA:

1. Engineering drawings.
2. Field measurement.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE and with the use of Appendix "C", determine whether a building or pavement type facility is irregular in shape based upon definition and enter "N" for no and "Y" for yes.
 - b. Leave blank for facilities other than buildings or pavement type facilities.
2. **CHANGES:**
 - a. Changes are necessary when additions and/or deletions to a building or structure change the shape from one classification to the other.

CHECKS:

MAX. LENGTH: 1

ALPHA/NUMERIC: ALPHABETIC

1. Must be "Y" or "N".
2. Must be entered if entry in DE 006 is an owned "BUILDING".

NFADB DATA ELEMENT NO. 308

NAME: AREA UNIT OF MEASURE

ABBREVIATION: FTY-ARA-UM

DEFINITION:

"Area Unit of Measure" is the unit of measure used in quantifying the total area (DE 304) of a facility (buildings and structures only). The "Area Unit of Measure" is expressed in abbreviated form (SF for square feet, SY for square yards, AC for acres).

SOURCES OF DATA:

1. Derived from judgment.
2. NAVFAC P-72.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. If facility is a "building" enter SF.
- b. If facility is a "structure" enter SF, SY, AC or spaces as appropriate.
- c. Leave blank if facility is a "utility".

2. **CHANGES:**

- a. If facility type is changed, enter appropriate unit of measure change.

CHECKS:

MAX. LENGTH: 2

ALPHA/NUMERIC: ALPHA

1. Entry is required to be SF if DE 006 is equal to "2". (Owned or Leased)
2. Entry must be either SF, SY, AC or spaces if DE 006 is equal to "3". (Owned or Leased)
3. Entry must be blank if DE 006 is equal to "4".

NFADB DATA ELEMENT NO. 351

NAME: IMPROVED ACRES (NFA & METRIC)

ABBREVIATION: IPV-ACE (NFA & METRIC)

DEFINITION:

"Improved Acres" (NFA & Metric) is the area of improved grounds within the recorded boundary of a Class 1 facility. Improved grounds are those areas which receive intensive horticultural development and maintenance care. Examples of improved grounds include lawns, flower and ornamental shrub planting areas, parade grounds, drill fields, athletic fields, cemeteries, golf course greens, tees and fairways and similar areas.

SOURCES OF DATA:

1. General Development or Existing Conditions Map.
2. The activity's Public Works Department and/or the Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE, determine the amount of improved acreage based on DEFINITION.
- b. When there are no improved acres, the entry should be "0".
- c. An entry is required for all Class 1 facilities.

2. **CHANGES:**

- a. Changes are necessary to report additions or deletions to improved acreage.
- b. Changes should be reported by the reporting activity when land use is changed.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with "1" (LAND).
3. Sums of DE's 351, 352, 353, 354 MUST equate to DE 355, TOTAL ACRES.

NFADB DATA ELEMENT NO. 352

NAME: SEMI-IMPROVED ACRES (NFA & METRIC)

ABBREVIATION: SEM-IPV-ACE (NFA & METRIC)

DEFINITION:

"Semi-Improved Acres" (NFA & Metric) is the area of semi-improved grounds within the recorded boundary of a Class 1 facility. Semi-improved acres are those grounds which receive less intensive horticultural development and maintenance care than improved grounds (e.g., providing a cover crop for erosion control, and to eliminate fire hazards). Examples of semi-improved grounds include airfields, small arms ranges, ammunition and other storage areas, some golf course roughs and similar areas.

SOURCES OF DATA:

1. General Development or Existing Conditions Map.
2. The activity's Public Works Department and/or the Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE, determine the amount of semi-improved acreage based on DEFINITION.
- b. Where there are no semi-improved acres, the entry should be "0".
- c. An entry is required for all Class 1 entries.

2. **CHANGES:**

- a. Changes are necessary to report additions or deletions to semi-improved acreage.
- b. Changes should be reported by the reporting activity when land use is changed.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with "1" (LAND).
3. Sums of DE's 351, 352, 353, 354 MUST equate to DE 355, TOTAL ACRES.

NFADB DATA ELEMENT NO. 353

NAME: UNIMPROVED ACRES (NFA & METRIC)

ABBREVIATION: UNIPV-ACE (NFA & METRIC)

DEFINITION:

"Unimproved Acres" (NFA & Metric) is the area of unimproved grounds within the recorded boundary of a Class 1 facility. Unimproved acres are those grounds operated as agricultural acres, grazing areas, wooded areas, swamps, marshes, deserts, tundra, rocky/barren land, etc. Unimproved acres does not include submerged areas.

1. General Development or Existing Conditions Map.
2. The activity's Public Works Department and/or the Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE, determine the amount of unimproved acreage based on DEFINITION.
- b. Where there are no unimproved acres, the entry should be "0"
- c. An entry is required for all Class 1 facilities.

2. **CHANGES:**

- a. Changes are necessary to report additions or deletions to unimproved acreage.
- b. Changes should be reported by the reporting activity when land use is changed.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with "1" (Land).
3. Sums of DE's 351, 352, 353, 354 MUST equate to DE 355, TOTAL ACRES.

NFADB DATA ELEMENT NO. 354

NAME: OTHER ACRES (NFA & METRIC)

ABBREVIATION: OTH-ACE (NFA & METRIC)

DEFINITION:

"Other Acres" (NFA & Metric) is the area of "other" land, i.e., land for which a reporting activity is responsible, and which is not considered to be "Improved," "Semi-Improved," or "Unimproved"; e.g., land areas occupied by buildings and structures, utilities visible above ground, and reportable land areas which are submerged.

SOURCES OF DATA:

1. General Development or Existing Conditions Map.
2. The activity's Public Works Department or the Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE, determine the amount of other acreage (AC) based on DEFINITION.
- b. Where there are no other acres, the entry should be "0".
- c. An entry is required for all Class 1 facilities.

2. **CHANGES:**

- a. Changes are necessary to report additions or deletions to other acreage.
- b. Changes should be reported by the land holding activity when land use is changed.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with "1" (Land).
3. Sums of DE's 351, 352, 353, 354 MUST equate to DE 355, TOTAL ACRES.

NFADB DATA ELEMENT NO. 355

NAME: TOTAL ACRES (NFA & METRIC)

ABBREVIATION: TOT-ACE (NFA & METRIC)

DEFINITION:

"Total Acres" (NFA & Metric) is the total area of all the land within the recorded boundary of a Class 1 facility, i.e., the sum of the "Improved", "Semi-Improved", "Unimproved", and "Other" areas.

SOURCES OF DATA:

1. The General Development or Existing Conditions Map.
2. The activity's Public Works Department and/or the Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE, determine the amount of total acreage based on DEFINITION.
- b. An entry is required for all Class 1 facilities.

2. **CHANGES:**

- a. Changes are necessary to report additions or deletions to total acres.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate ACRES in whole numbers and last 2 positions indicate hundredths (Decimal).
2. Must contain an entry if DE 001 begins with "1" (Land).
3. Sums of DE's 351, 352, 353, 354 MUST equate to this DE.

NFADB DATA ELEMENT NO. 401

NAME: YEAR BUILT

ABBREVIATION: FTY-YR-BLT

DEFINITION:

"Year Built" is the century and year, e.g., 19XX, when the initial construction of a Class 2 facility was completed. Where not available, a "best estimate" is used.

SOURCES OF DATA:

1. "As built" drawings for the facility.
2. OICC/ROICC or Engineering/Design Division of the activity's Public Works Department or Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE, determine the year built, otherwise enter best estimate.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS:

MAX. LENGTH: 4

ALPHA/NUMERIC: NUMERIC

1. Cannot be subsequent to current year.
2. Must be transacted if DE 001 begins with "2".

NFADB DATA ELEMENT NO. 402

NAME: CONSTRUCTION TYPE CODE

ABBREVIATION: CON-TYP

DEFINITION:

"Construction Type Code" is one of the three coded types of construction of a Class 2 facility which best describes its type of construction. (See page 402-A.)

SOURCES OF DATA:

1. Engineering drawings of the Engineering/Design Division of the reporting activity's Public Works Department or the Public Works Center servicing the activity.
2. Page 402-A.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE, determine which term in DEFINITION best describes the type of construction for Class 2 facilities.
2. **CHANGES:**
 - a. If necessary, make appropriate change from SOURCE based upon DEFINITION.

CHECKS: **MAX. LENGTH:** 1 **ALPHA/NUMERIC:** ALPHABETIC

1. Must be P, S or T for Class 2 facilities only.

NFADB DATA ELEMENT NO. 402

DEFINITION:(CONTINUED)

<u>CODE</u>	<u>TERM</u>	<u>DEFINITION</u>
*P	PERMANENT	A facility constructed with a highly durable exterior structural framing of substantial building materials such as masonry, concrete or steel finished interior (where normally applicable); and expected to be useful for its designed function with minimum maintenance for a period of at least 50 years.
*S	SEMI-PERMANENT	A facility constructed with: a moderately durable exterior structural framing of substantial building materials such as masonry, concrete or steel; interior finished or unfinished; and expected to be useful for its designed function with moderate or high maintenance for 25 years, but not less than 10 years.
*T	TEMPORARY	A facility constructed with a non-durable exterior structural framing of lesser grades such as wood or light gauge steel; non-existing or low grade interior finishes and expected to provide minimum facilities for 5 years without regard to the degree of maintenance.

*DOD Instruction 4165.XX (latest edition has not been officially released) explains the various types of construction for facilities.

NFADB DATA ELEMENT NO. 403

NAME: YEAR OF LAST CAPITAL IMPROVEMENT

ABBREVIATION: FTY-YR-IPV

DEFINITION:

"Year of Last Capital Improvement" indicates when (century and year) the last capital improvement to a facility was completed.

SOURCES OF DATA:

1. Construction contract or job order documents.
2. "As built" drawings of the facility.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Not applicable to new records except for reassignments. If this DE is filled on a record of a losing activity, it will be filled on the record of the gaining activity by computer processing.

2. **CHANGES:**

- a. From SOURCE, enter the year of capital improvement at the same time that DE 204, Facility Cost to U.S. Government, is adjusted.

CHECKS:

MAX. LENGTH: 4

ALPHA/NUMERIC: NUMERIC

1. Cannot be subsequent to current year.
2. Cannot be prior to year built, DE 401.

NFADB DATA ELEMENT NO. 404

NAME: ATTIC, BASEMENT, MEZZANINE, PENTHOUSE CODE

ABBREVIATION: BLD-ABMP-CDE

DEFINITION:

"Attic/Basement/Mezzanine/Penthouse Code (ABMP Code)" indicates whether a building includes space, usable or unusable, consisting of an attic, basement, mezzanine, and/or penthouse. (See page 404-A.).

SOURCES OF DATA:

1. "As built" drawings of the facility.
2. Engineering/Design Division of the activity's Public Works Department or Public Works Center servicing the activity.
3. Page 404-A.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE, determine whether a building contains an attic, basement, mezzanine, and/or penthouse and make appropriate entries (A, B, M, and/or P).
 - b. Leave blank if ABMP code is not applicable.
2. **CHANGES:**
 - a. Changes are necessary to report additions and/or deletions of attic, basement, mezzanine or penthouse.

CHECKS:

MAX. LENGTH: 4

ALPHA/NUMERIC: ALPHABETIC

1. May contain any combination of "A", "B", "M" or "P" without duplication.

NFADB DATA ELEMENT NO. 404

DEFINITION:(CONTINUED)

<u>CODE</u>	<u>ITEM</u>
A	Attic
B	Basement
M	Mezzanine
P	Penthouse

NFADB DATA ELEMENT NO. 409

NAME: PROJECT IDENTIFIER

ABBREVIATION: CUR--PRJ

DEFINITION:

"Project Identifier" is a unique number assigned by an activity to a facilities project funded by Military Construction (MCON, MCNR) or Minor Construction funds. The number serves as a permanent identification of the project from planning through programming, funding, construction, and reporting to the Navy Facility Assets Data Base (NFADB).

SOURCES OF DATA:

1. Project documentation.
2. Activity's Public Works Department or Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE determine the appropriate project identification number under which the facility was constructed.
- b. Leave blank if project identification number is not applicable.
- c. Do not enter dash marks or spaces used to separate a set of characters within the project number.

2. **CHANGES:**

- a. This DE cannot be changed.

CHECKS:

MAX. LENGTH: 9

ALPHA/NUMERIC: ALPHA/NUMERIC

1. Entry is required if DE 201 Estate Code is "11" or "12".

NFADB DATA ELEMENT NO. 410

NAME: HISTORIC INDICATOR

ABBREVIATION: HIS-IDR

DEFINITION:

"Historic Indicator" is a code used to designate properties which meet the criteria for listing on the National Register of Historic Places (NRHP). These include districts, sites, buildings structures, and objects significant in American history, architecture, archeology, engineering, and culture. Several types of historic indicators exist. **"Register"** designates a property which is eligible for or is listed on the National Register of Historic Places. It may be listed individually or as part of a historic district. Buildings or structures within a historic district may have varying degrees of significance. **"Major"** designates contributing buildings or structures of major significance. **"Minor"** designates contributing buildings or structures of minor significance, and **"Noncontributing"** designates noncontributing buildings or structures which are located in a historic district. **"Archeological"** designates land which contains or may contain archeological resources.

SOURCES OF DATA:

1. National Register of Historic Places.
2. Liaison officers for historic preservation for states and territories.
3. EFD Facilities Planning Department (Code 09P).

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE, determine if the parcel of land; building or structure has historical significance and enter appropriate code from DEFINITION if applicable.
 - b. Leave blank if historic indicator is not applicable.
2. **CHANGES:**
 - a. Changes are entered by EFD Code 20 based upon review of SOURCE or notification by SOURCE 2 or 3.
 - b. Leave blank if historic indicator is not applicable.

CHECKS: **MAX. LENGTH:** 2 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must be code from Definition (Page 410 A).

NFADB DATA ELEMENT NO. 410

See allowable codes as follows:

<u>CODE</u>	<u>NAME</u>
A	Archaeological
MA	Major Significance
MI	Minor Significance
NC	Noncontributing
R	Register
SPACES	Acceptable for Non-Historic Buildings

NFADB DATA ELEMENT NO. 411

NAME: ORIGINAL PROJECT NUMBER

ABBREVIATION: ORI-PRJ-NUM

DEFINITION:

"Original Project Number" is the identifying number of the original project used to acquire a facility.

SOURCES OF DATA:

1. EFD contract/real estate document.
2. EFD Real Estate Division (Code 24).
3. EFD Facilities Planning Division (Code 20).

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. Enter the date of the original project number.
- b. Do not enter the dash marks or spaces used to separate a set of characters within the project number.

2. **CHANGES:**

- a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 9 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must be entered if DE 202 (ACQ CNT) has entry.

NFADB DATA ELEMENT NO. 501

NAME: FACILITY USE

ABBREVIATION: FTY-USE

DEFINITION:

"Facility Use" identifies the use of a Navy or Marine Corps facility (or portion thereof).
"Facility Use" is either the standard description (nomenclature) of a facility category as it appears in NAVFAC P-72 or a locally derived (unique) description.

SOURCES OF DATA:

1. NAVFAC P-72.
2. Locally devised facility use description.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. If the standard description from NAVFAC P-72 is appropriate, leave this DE blank, the description will be computer generated based on the category code in DE 502.
- b. If a local description is appropriate, enter self-generated description.

2. **CHANGES:**

- a. If facility use changes, a change to DE 502, Navy Facility Category Code will automatically change this DE to the standard description associated with the category code.
- b. If facility use changes, and a local description is appropriate, enter self generated description.

CHECKS:NONE **MAX. LENGTH** 26 **ALPHA/NUMERIC** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 502

NAME: NAVY FACILITY USE CATEGORY CODE

ABBREVIATION: FTY-USE-CCN

DEFINITION:

"Navy Facility Use Category Code" is a numeric code used to identify a particular use of Navy or Marine Corps Class 2 real property (i.e., building, structure or utility). The first three digits of the code are a DOD standard; they specify the facility class, category group, and basic category; the fourth and fifth digits are added to provide more definitive categorization of the Navy's facilities.

SOURCES OF DATA:

1. NAVFAC P-72.
2. Engineering Evaluations performed by EFD Code 20 or others.
3. Activity Public Works Department or Public Works Center seeing the activity during continuous inspections (Ref. NAVFAC M0322)
4. Any other inspection performed by activity personnel.

INSTRUCTIONS:

1. **NEW RECORDS:**

- a. From SOURCE 1, select the category code which most closely identifies the use of the facility.
- b. As many uses as are applicable should be shown for each facility.

2. **CHANGES:**

- a. Changes are entered based upon the inspections conducted in SOURCE 2, 3 or 4.

CHECKS:

MAX. LENGTH: 5

ALPHA NUMERIC: NUMERIC

1. Must be a valid category code in NAVFAC P-72.
2. Requires CNO approval to change UOPH/UEPH category codes to other than UOPH/UEPH codes.

NFADB DATA ELEMENT NO. 510

NAME: ACTIVITY IDENTIFIER FACILITY USER

ABBREVIATION: FTY-USR-UIC

DEFINITION:

"Activity Identifier/Facility User" is the identifier code of a Navy or Marine Corps activity or outgrantee who is a user of a facility (or part of a facility).

SOURCES OF DATA:

1. NAVCOMPT Manual, Volume 2, Chapter 5.
2. Master Activity General Information and Control (MAGIC) System.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the UIC(s) of the USER(s) of the facility (UICs for each USER with each USE).
 - b. Enter HOST UIC if there is no actual USER (vacant space).
2. **CHANGES:**
 - a. Changes are made based upon changes in utilization or space assignments.
 - b. The total of the space assigned to USER's of a building must equal the total area of the building, DE 304.

CHECKS: **MAX. LENGTH:** 6 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must be a UIC in the MAGIC Data Base or an Outgrant Identifier from DE 222.

NFADB DATA ELEMENT NO. 511

NAME: FACILITY USE CHANGE DATE

ABBREVIATION: FTY-USE-CHG-DTE

DEFINITION:

"Facility Use Change Date" is a computer-generated date, generated when a change has been made to any data element specific to the use/user combination, i.e. for that user UIC and CCN (Category Code Number) within the facility.

SOURCES OF DATA:

1. EFD Real Estate Division (Code 24).
2. EFD Facilities Planning Division (Code 20).

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the Use Change Date derived from SOURCE.
2. **CHANGES:**
 - a. No changes are necessary except to make changes.

CHECKS: **MAX. LENGTH:** 8 **ALPHA/NUMERIC:** NUMERIC

1. The first 4 digits are the 4 digit year, e.g. 19XX, the next 2 digits are the month (01-12), and the last 2 digits are the date (01-31).
2. The derived calculation logic: The NFADB System should update with current date whenever any status/utilization date element applying to a given use/user combination is changed.

NFADB DATA ELEMENT NO. 514

NAME: UTILITY FACILITY COST

ABBREVIATION: UTL-FTY-COS

DEFINITION:

"Utility Facility Cost" is the cost (in full dollars) to the U.S. Government of a utility, or portion thereof, which is reported as a separate use; it includes acquisition cost, plus all reportable capital improvement costs.

SOURCES OF DATA:

1. ROICC and EFD Acquisition Department (Code 09A).
2. Designated Plant Property Accounting Activity for the reporting activity.
3. Job Order records in files of the activity's Public Works Department or the Public Works Center servicing the activity.
4. NAVCOMPT Form 621, Correction Notice prepared by EFD Financial Management Division.

INSTRUCTIONS:

1. ***NEW RECORDS:***
 - a. This DE is used to report the cost of individual components (facility categories) of a utility system, e.g., pumping station, distribution lines and treatment facility, when the system as a whole is reported on one Property Record.
 - b. Determine cost from SOURCE 1 or 3 and enter appropriate amount.
 - c. Leave blank if not applicable.
2. ***CHANGES:***
 - a. Determine capital improvement costs from SOURCE 1, 2 or 3 and enter new total cost.
 - b. Determine final construction project cost from SOURCE 3 or 4 and enter adjusted cost.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. The sum of entries in DE 514 must equate to DE 204 (Government Cost).

NFADB DATA ELEMENT NO. 515

NAME: QUANTITY ADEQUATE AREA MEASURE (NFA & METRIC)

ABBREVIATION: ADQ-ARA (NFA & METRIC)

DEFINITION:

"Quantity Adequate-Area Measure" (NFA & Metric) is the capacity or size in area measure of a facility or portion thereof that is in adequate condition and associated with a designated function (use) and a designated user. Adequate is defined as being capable of supporting the designated function without a need for capital improvements.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD Code 20 or others.
5. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE 1 or 2, enter the adequate area of the facility or portion thereof using the unit of measure.
 - b. Leave blank if not applicable.
2. **CHANGES:**
 - a. From SOURCE 4 or 5, enter the new adequate area of the facility or portion thereof using the unit of measure from SOURCE 3.
 - b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers. The last 2 positions indicate hundredths (Decimal), to be used only when the unit of measure is acres (AC).
2. Must be entered if DE 006 is "BUILDING" and entries in DE 518 or 521 are BLANK.

NFADB DATA ELEMENT NO. 516

NAME: QUANTITY ADEQUATE OTHER MEASURE (NFA & METRIC)

ABBREVIATION: ADQ-OTH (NFA & METRIC)

DEFINITION:

"Quantity Adequate-Other Measure" (NFA & Metric) is the capacity or size in other measure of a facility or portion thereof that is in adequate condition and associated with a designated function (use) and a designated user. Adequate is defined as being capable of supporting the designated function without a need for capital improvements.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD Code 20 or others.
5. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE 1 or 2, enter the adequate capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
 - b. Leave blank if not applicable.
2. **CHANGES:**
 - a. From SOURCE 4 or 5, enter the new adequate capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
 - b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is KG, KV, KW, MB, MG, MI, TH, or TN.

NFADB DATA ELEMENT NO. 517

NAME: QUANTITY ADEQUATE ALTERNATE MEASURE (NFA & METRIC)

ABBREVIATION: ADQ-ALT (NFA & METRIC)

DEFINITION:

"Quantity Adequate-Alternate Measure" (NFA & Metric) is the capacity or size in alternate measure of a facility or portion thereof that is in adequate condition and associated with a designated function (use) and designated user. Adequate is defined as being capable of supporting the designated function without a need for capital improvements.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD Code 20 or others.
5. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE 1 or 2, enter the adequate capacity or size of the facility or portion thereof using the "ALTERNATE" units of measure from SOURCE 3
 - b. Leave blank if not applicable.
2. **CHANGES:**
 - a. From SOURCE 4 or 5, enter the new adequate capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE 3.
 - b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is AC, KG, KV, KW, MB, MG, MI, TH, or TN.

NFADB DATA ELEMENT NO. 518

NAME: QUANTITY SUBSTANDARD AREA MEASURE (NFA & METRIC)

ABBREVIATION: SBD-ARA (NFA & METRIC)

DEFINITION:

"Quantity Substandard-Area Measure" (NFA & Metric) is the capacity or size in area measure of a facility or portion thereof that is in substandard condition and associated with a designated function (use) and a designated user. Substandard is defined as having deficiencies which prohibit or severely restrict, or will prohibit or severely restrict within the next five years due to expected deterioration, the use of a facility for its designated function. Substandard is further defined as having deficiencies which can be economically corrected (compared with replacement) by capital improvements and/or repairs.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD Code 20 or others.
5. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE 1 or 2, enter the substandard area of the facility or portion thereof using the unit of measure from SOURCE 3.
 - b. Leave blank if not applicable.
2. **CHANGES:**
 - a. From SOURCE 4 or 5, enter the new substandard area of the facility or portion thereof using the unit of measure from SOURCE 3.
 - b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers. The last 2 positions indicate hundredths (DECIMAL).
2. Must be entered if DE 006 is "BUILDING" and entries in DE 515 and 521 are BLANK.
3. Decimals are to be used only when the unit of measure is AC.

NFADB DATA ELEMENT NO. 519

NAME: QUANTITY SUBSTANDARD OTHER MEASURE (NFA & METRIC)

ABBREVIATION: SBD-OTH (NFA & METRIC)

DEFINITION:

"Quantity Substandard-Other Measure" (NFA & Metric) is the capacity or size in other measure of a facility or portion thereof that is in substandard condition and associated with a designated function (use) and designated user. Substandard is defined as having deficiencies which prohibit or severely restrict, or will prohibit or severely restrict within the next five years due to expected deterioration, the use of a facility for its designated function. Substandard is further defined as having deficiencies which can be economically corrected (compared with replacement) by capital improvements and/or repairs.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD Code 20 or others.
5. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE 1 or 2, enter the substandard capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
 - b. Leave blank if not applicable.
2. **CHANGES:**
 - a. From SOURCE 4 or 5, enter the new substandard capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
 - b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (DECIMAL).
2. Decimals to be used only when the unit of measure is KG, KV, KW, MB, MG, MI, TH, or TN.
3. Deficiency Code must be entered (for DE 525) if data entry is made for DE 519.

NFADB DATA ELEMENT NO. 520

NAME: QUANTITY SUBSTANDARD ALTERNATE MEASURE (NFA & METRIC)

ABBREVIATION: SBD-ALT (NFA & METRIC)

DEFINITION:

"Quantity Substandard-Alternate Measure" (NFA & Metric) is the capacity or size in alternate measure of a facility or portion thereof that is in substandard condition and associated with a designated function (use) and designated user. Substandard is defined as having deficiencies which prohibit or severely restrict, or will prohibit or severely restrict within the next five years due to expected deterioration, the use of a facility for its designated function. Substandard is further defined as having deficiencies which can be economically corrected (compared with replacement) by capital improvements and/or repairs.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD Code 20 or others.
5. Continuous Inspections performed by the activity's public Works Department or Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE 1 or 2, enter the substandard capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE.
 - b. Leave blank if not applicable.
2. **CHANGES:**
 - a. From SOURCE 4 or 5, enter the new substandard capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE 3.
 - b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

CHECKS: **MAX. LENGTH:** 10 **ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is KG, KW, KV, MB, MG, MI, TH or TN.
3. Decimals can only be used when the unit of measure is AC.

NFADB DATA ELEMENT NO. 521

NAME: QUANTITY INADEQUATE AREA

ABBREVIATION: IADQ-ARA

DEFINITION:

"Quantity Inadequate-Area Measure" is the capacity or size in area measure of a facility or portion thereof that is in inadequate condition and associated with a designated function (use) and a designated user. Inadequate is defined as having deficiencies due to physical deterioration, functional inadequacy or hazardous location which prohibit or severely restrict, or will prohibit or severely restrict within the next five years, the use of a facility for its designated function. Inadequate is further defined as having deficiencies which cannot be economically corrected (compared with replacement) to meet the requirements of the designated function.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD Code 20 or others.
5. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE 1 or 2, enter the inadequate area of the facility or portion thereof using the unit of measure from SOURCE 3.
 - b. Leave blank if not applicable.
2. **CHANGES:**
 - a. From SOURCE 4 or 5, enter the new inadequate area of the facility or portion thereof using the unit of measure from SOURCE 3.
 - b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers. The last 2 positions indicate hundredths (Decimal).
2. Must be entered if DE 006 is "BUILDING" and entries in DE 515 and DE 518 are BLANK.
3. Deficiency Codes must be entered (for DE 526) if data is entered for DE 521.

NFADB DATA ELEMENT NO. 522

NAME: QUANTITY INADEQUATE OTHER MEASURE (NFA & METRIC)

ABBREVIATION: IADQ-OTH (NFA & METRIC)

DEFINITION:

"Quantity Inadequate-Other Measure"(NFA & Metric) is the capacity or size in other measure of a facility or portion thereof that is in inadequate condition and associated with a designated function (use) and a designated user. Inadequate is defined as having deficiencies due to physical deterioration, functional inadequacy or hazardous location which prohibit or severely restrict, or will prohibit or severely restrict within the next five years, the use of a facility for its designated function. Inadequate is further defined as having deficiencies which cannot be economically corrected (compared with replacement) to meet the requirements of the designated function.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facilities.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD Code 20 or others.
5. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE 1 or 2, enter the inadequate capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
 - b. Leave blank if not applicable.
2. **CHANGES:**
 - a. From SOURCE 4 or 5, enter the new inadequate capacity or size of the facility or portion thereof using the "OTHER" unit of measure from SOURCE 3.
 - b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is KG, KV, MB, MG, MI, TH or TN.
3. Deficiency Codes must be entered (for DE 526) if data is entered for DE 522.

NFADB DATA ELEMENT NO. 523

NAME: QUANTITY INADEQUATE ALTERNATE MEASURE (NFA & METRIC)

ABBREVIATION: IADQ-ALT (NFA & METRIC)

DEFINITION:

"Quantity Inadequate-Alternate Measure" (NFA & Metric) is the capacity or size in alternate measure of a facility or portion thereof that is in inadequate condition and associated with a designated function (use) and a designated user. Inadequate is defined as having deficiencies due to physical deterioration, functional inadequacy or hazardous location which prohibit or severely restrict, or will prohibit or severely restrict within the next five years; the use of a facility for its designated function. Inadequate is further defined as having deficiencies which cannot be economically corrected (compared with replacement) to meet the requirements of the designated function.

SOURCES OF DATA:

1. Field measurements.
2. Engineering drawings of the facility.
3. NAVFAC P-72.
4. Engineering Evaluations performed by the EFD Code 20 or others.
5. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE 1 or 2, enter the inadequate capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE 3.
 - b. Leave blank if not applicable.
2. **CHANGES:**
 - a. From SOURCE 4 or 5 enter the new inadequate capacity or size of the facility or portion thereof using the "ALTERNATE" unit of measure from SOURCE 3.
 - b. See NAVFACINST 11010.44 (latest edition) or MCO 11010.12 as appropriate.

CHECKS:

MAX. LENGTH: 10

ALPHA/NUMERIC: NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (Decimal).
2. Decimals to be used only when the unit of measure is KG, KV, KW, MB, MG, MI, TH or TN.
3. Deficiency Codes must be entered (for DE 526) if data is entered for DE 523.

NFADB DATA ELEMENT NO. 524

NAME: DEFICIENCY CODE ADEQUATE CONDITION

ABBREVIATION: DEF-CDE-ADQ

DEFINITION:

"Deficiency Code-Adequate Condition" is a three character code indicating the type of deficiency existing in a facility or portion thereof that is in adequate condition and associated with a designated function (use) and a designated user. The first character of the code indicates one of seven types of deficiencies. The next two characters specify the facility component(s) or related items which are deficient (see page 524-A).

SOURCES OF DATA:

1. Engineering Evaluations performed by the EFD Code 20 or others.
2. Continuous Inspections performed by the activity's Public Works Department or Public Works Center servicing the activity.
3. Page 524-A.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. For reassignments, transfers, and ingrats, determine type of deficiencies from available property records or SOURCES 1 or 2.
 - b. Enter the appropriate three digit code from SOURCE 3.
2. **CHANGES:**
 - a. From SOURCE 1 or 2, enter the appropriate code from SOURCE 3.
 - b. See NAVFACINST 11010.44 or MCO 11010.12 as appropriate.

CHECKS:

MAX. LENGTH: 9

ALPHA/NUMERIC: ALPHA/NUMERIC

1. A maximum of 3 deficiency codes are allowed.
2. The first character of each code must be alphabetic (A through G) and the last 2 characters are numeric (01 through 71).

NFADB DATA ELEMENT NO. 524

DEFINITION:(CONTINUED)

1. First character, deficient because of:

- A...Physical Condition
- B...Functional or Space Criteria
- C...Design Criteria
- D...Location or citing Criteria
- E...Nonexistent
- F...Total Obsolescence or Deterioration
- G...Inadequate Capacity/Coverage

2. Second and third characters indicate area of deficiency as follows:

- | | |
|--|--------------------------------------|
| 01...Heating System | 26...Building Interior/Configuration |
| 02...Ventilation/Exhaust | 27...Roof |
| 03...Environmental Control Systems
(Air Conditioning, etc.) | 28...Soundproofing |
| 04...Plumbing/Piping/Fixtures | 29...Waterproofing |
| 05...Fire Deterrent Systems | 30...Building or Structure (total) |
| 06...Fuel Systems/Piping | 31...Fencing |
| 07...Refrigeration System | 32...Drainage |
| 08...Elevators/Escalators/
Dumbwaiters | 33...Landscaping |
| 09...Sewage, etc. | 34...Stabilization |
| 10...Lightning/Fixtures | 35...Paved Surfacing |
| 11...Power Capacity | 36...Explosive Quantity Distance |
| 12...Wiring/Feeders | 37...Airfield Safety Clearance |
| 13...Alarm Systems | 38...Pollution Abatement |
| 14...Communications | 39...Excessive Noise |
| *15...Facility Location | 40...OSHA Deficiency |
| 16...Flood Plain Environmental
Incompatibility | 41...Toilets (Bachelor Housing) |
| 17...Hazardous Material | 42...Fender Systems |
| *18...Site Characteristics | 43...Rails/Tracks |
| 19...Accessibility | 44...Cold Iron |
| 20...Foundation | 45...Seismic Design |
| 21...Slab/Floor Decking | 46...Depth of Water |
| 22...Columns | 47...Facility Characteristics |
| 23...Walls | 48...Ceiling Height |
| 24...Roof/Ceiling/Trusses | 49...Energy Efficiency |
| 25...Piling | 50...Facility Components |
| | 51...Ceiling |
| | 52...Doors |

NFADB DATA ELEMENT NO. 524

DEFINITION:(CONTINUED)

524-A (Continued)

- 53...Interior Partitions
- 54...Stairs/Stairwell
- 55...Windows
- *56...Safety Standards
- 57...Explosive Hazard
- 58...Fire Codes
- 59...Hazardous Waste
- 60...Radiation Hazard
- 61...Lightning Protection
- *62...Environmental Systems
- 63...Electrical Systems
- 64...Standby Power Supply
- 65...Piping Systems
- *66...Support Systems
- 67...Energy Monitoring Control
- 68...Security/Interior
- 69...Telephone
- 70...Conveying Systems
- *71...Material Handling Systems
- 72...Physical Security

*Indicates generalized area of deficiency. Other codes are more specific.

524-B

524-B

NFADB DATA ELEMENT NO. 525

NAME: DEFICIENCY CODE SUBSTANDARD CONDITION

ABBREVIATION: DEF-CDE-SBD

DEFINITION:

"Deficiency Code-Substandard Condition" is a three character code indicating the type of deficiency existing in a facility or portion thereof that is in substandard condition and associated with a designated function (use) and a designated user. The first character of the code indicates one of seven types of deficiencies. The next two characters specify the facility component(s) or related items which are deficient (see page 525-A).

SOURCES OF DATA:

1. Engineering Evaluations performed by the EFD Code 20 or others.
2. Continuous Inspection performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.
3. Page 525-A.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This DE should not be applicable to new facilities.
 - b. For reassignments, transfers and ingrats, determine type of deficiencies from available property records or SOURCES 1 or 2. Enter the three digit code from SOURCE 3.
2. **CHANGES:**
 - a. From SOURCE 1 or 2, enter the appropriate code from SOURCE 3.
 - b. See NAVFACINST 11010.44 or MCO 11010.12 as appropriate.

CHECKS: MAX. LENGTH 9 ALPHA/NUMERIC ALPHA/NUMERIC

1. The first character of each code must be alphabetic (A through G) and the last 2 characters numeric (01 through 72).
2. A maximum of 3 deficiency codes is allowable.
3. Must be entered if DE 518, 519 or 520 is filled.

NFADB DATA ELEMENT NO. 525

DEFINITION:(CONTINUED)

1. First character, deficient because of:

- A...Physical Condition
- B...Functional or Space Criteria
- C...Design Criteria
- D...Location or citing Criteria
- E...Nonexistent
- F...Total Obsolescence or Deterioration
- G...Inadequate Capacity/Coverage

2. Second and third characters indicate area of deficiency as follows:

- | | |
|--|--------------------------------------|
| 01...Heating System | 26...Building Interior/Configuration |
| 02...Ventilation/Exhaust | 27...Roof |
| 03...Environmental Control Systems
(Air Conditioning, etc.) | 28...Soundproofing |
| 04...Plumbing/Piping/Fixtures | 29...Waterproofing |
| 05...Fire Deterrent Systems | 30...Building or Structure (total) |
| 06...Fuel Systems/Piping | 31...Fencing |
| 07...Refrigeration System | 32...Drainage |
| 08...Elevators/Escalators/
Dumbwaiters | 33...Landscaping |
| 09...Sewage, etc. | 34...Stabilization |
| 10...Lighting/Fixtures | 35...Paved Surfacing |
| 11...Power Capacity | 36...Explosive Quantity Distance |
| 12...Wiring/Feeders | 37...Airfield Safety Clearance |
| 13...Alarm Systems | 38...Pollution Abatement |
| 14...Communications | 39...Excessive Noise |
| *15...Facility Location | 40...OSHA Deficiency |
| 16...Flood Plain Environmental
Incompatibility | 41...Toilets (Bachelor Housing) |
| 17...Hazardous Material | 42...Fender Systems |
| *18...Site Characteristics | 43...Rails/Tracks |
| 19...Accessibility | 44...Cold Iron |
| 20...Foundation | 45...Seismic Design |
| 21...Slab/Floor Decking | 46...Depth of Water |
| 22...Columns | 47...Facility Characteristics |
| 23...Walls | 48...Ceiling Height |
| 24...Roof/Ceiling/Trusses | 49...Energy Efficiency |
| 25...Piling | 50...Facility Components |
| | 51...Ceiling |
| | 52...Doors |

NFADB DATA ELEMENT NO. 525

DEFINITION:(CONTINUED)

525-A (Continued)

- 53...Interior Partitions
- 54...Stairs/Stairwell
- 55...Windows
- *56...Safety Standards
- 57...Explosive Hazard
- 58...Fire Codes
- 59...Hazardous Waste
- 60...Radiation Hazard
- 61...Lightning Protection
- *62...Environmental Systems
- 63...Electrical Systems
- 64...Standby Power Supply
- 65...Piping Systems
- *66...Support Systems
- 67...Energy Monitoring Control
- 68...Security/Interior
- 69...Telephone
- 70...Conveying Systems
- *71...Material Handling Systems
- 72...Physical Security

*Indicates generalized area of deficiency. Other codes are more specific.

525-B

525-B

NFADB DATA ELEMENT NO. 526

NAME: DEFICIENCY CODE INADEQUATE CONDITION

ABBREVIATION: DEF-CDE-IADQ

DEFINITION:

"Deficiency Code-Inadequate Condition" is a three character code indicating the type of deficiency existing in a facility or portion (use) thereof that is in inadequate condition and associated with a designated function and a designated user. The first character of the code indicates one of seven types of deficiencies. The next two characters specify the facility component(s) or related items which are deficient (see page 526-A).

SOURCES OF DATA:

1. Engineering Evaluations performed by the EFD Code 20 or others.
2. Continuous Inspections performed by the activity's Maintenance Control Division or Public Works Center servicing the activity.
3. Page 526-A.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This DE should not be applicable to new facilities.
 - b. For reassignments, transfers and ingrats, determine type of deficiencies from available property records or SOURCES 1 or 2. Enter the appropriate three digit code from SOURCE 3.
2. **CHANGES:**
 - a. From SOURCE 1 or 2, enter the appropriate code from SOURCE 3.
 - b. See NAVFACINST 11010.44 or MCO 11010.12 as appropriate.

CHECKS: **MAX. LENGTH:** 9 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first character of each code must be alphabetic (A through G) and the last 2 characters numeric (01 through 72).
2. A maximum of 3 deficiency codes is allowable.
3. Must be entered if DE 521, 522 or 523 is filled.

NFADB DATA ELEMENT NO. 526

DEFINITION: (CONTINUED)

1. First character, deficient because of:

- A...Physical Condition
- B...Functional or Space Criteria
- C...Design Criteria
- D...Location or citing Criteria
- E...Nonexistent
- F...Total Obsolescence or Deterioration
- G...Inadequate Capacity/Coverage

2. Second and third characters indicate area of deficiency as follows:

- | | |
|--|--------------------------------------|
| 01...Heating System | 26...Building Interior/Configuration |
| 02...Ventilation/Exhaust | 27...Roof |
| 03...Environmental Control Systems
(Air Conditioning, etc.) | 28...Soundproofing |
| 04...Plumbing/Piping/Fixtures | 29...Waterproofing |
| 05...Fire Deterrent Systems | 30...Building or Structure (total) |
| 06...Fuel Systems/Piping | 31...Fencing |
| 07...Refrigeration System | 32...Drainage |
| 08...Elevators/Escalators/
Dumbwaiters | 33...Landscaping |
| 09...Sewage, etc. | 34...Stabilization |
| 10...Lighting/Fixtures | 35...Paved Surfacing |
| 11...Power Capacity | 36...Explosive Quantity Distance |
| 12...Wiring/Feeders | 37...Airfield Safety Clearance |
| 13...Alarm Systems | 38...Pollution Abatement |
| 14...Communications | 39...Excessive Noise |
| *15...Facility Location | 40...OSHA Deficiency |
| 16...Flood Plain Environmental
Incompatibility | 41...Toilets (Bachelor Housing) |
| 17...Hazardous Material | 42...Fender Systems |
| *18...Site Characteristics | 43...Rails/Tracks |
| 19...Accessibility | 44...Cold Iron |
| 20...Foundation | 45...Seismic Design |
| 21...Slab/Floor Decking | 46...Depth of Water |
| 22...Columns | 47...Facility Characteristics |
| 23...Walls | 48...Ceiling Height |
| 24...Roof/Ceiling/Trusses | 49...Energy Efficiency |
| 25...Piling | 50...Facility Components |
| | 51...Ceiling |
| | 52...Doors |

NFADB DATA ELEMENT NO. 526

DEFINITION: (CONTINUED)

526-A (Continued)

- 53...Interior Partitions
- 54...Stairs/Stairwell
- 55...Windows
- *56...Safety Standards
- 57...Explosive Hazard
- 58...Fire Codes
- 59...Hazardous Waste
- 60...Radiation Hazard
- 61...Lightning Protection
- *62...Environmental Systems
- 63...Electrical Systems
- 64...Standby Power Supply
- 65...Piping Systems
- *66...Support Systems
- 67...Energy Monitoring Control
- 68...Security/Interior
- 69...Telephone
- 70...Conveying Systems
- *71...Material Handling Systems
- 72...Physical Security

*Indicates generalized area of deficiency. Other codes are more specific.

526-B

526-B

NFADB DATA ELEMENT NO. 601

NAME: DISPOSAL DATE

ABBREVIATION: DSP-DTE

DEFINITION:

"Disposal Date" is the official date, e.g. 30 SEP 19XX, that a facility is disposed.

SOURCES OF DATA:

1. ROICC project records.
2. Activity job order records.
3. EFD Real Estate Division records.
4. DD Form 1354, Transfer and Acceptance of Military Real Property.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This DE is NOT applicable to new records.
2. **CHANGES:**
 - a. Determine the disposal date from SOURCE and as follows:
 - (1) Demolition: Date demolition project is officially completed
 - (2) Transfers: Date receiving activity signs DD Form 1354, Transfer & Acceptance of Military Real Property.
 - (3) Reassignments and consolidations: Date property records are changed.
 - (4) Exchange, sale, donation, returned to former owner: Effective date of agreement.
 - (5) Disaster, loss of inventory, secured in place: Date of DOD Form 200, Report of Survey.

CHECKS: MAX. LENGTH 8 ALPHA/NUMERIC ALPHA/NUMERIC

1. The first 4 digits must be the 4 digit year, e.g. 19XX; the next 2 digits must be the month (01-12) and the last 2 digits must be the day (01-31).

NFADB DATA ELEMENT NO. 602

NAME: DISPOSAL METHOD CODE

ABBREVIATION: DSP-MET

DEFINITION:

"Disposal Method Code" indicates the manner in which a facility was disposed. (See page 602-A).

SOURCES OF DATA:

1. ROICC/EFD project records.
2. Activity job order records.
3. EFD Real Estate Division records.
4. DD Form 1354, Transfer and Acceptance of Military real Property.
5. Page 602-A.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This DE is NOT applicable to new records.
2. **CHANGES:**
 - a. From DEFINITION, apply the code which describes the method of disposal of the facility.

<u>CHECKS:</u>	MAX. LENGTH 1	ALPHA/NUMERIC ALPHA/NUMERIC
-----------------------	----------------------	------------------------------------

1. Must be A through F or 1 through 9.

NFADB DATA ELEMENT NO. 602

DEFINITION: (CONTINUED)

<u>CODE</u>	<u>METHODS</u>
1	Reassignment to Other Naval Activity
2	Transfer to Army
3	Transfer to Air Force
4	Transfer to GSA (NOT to be confused with EXCESSED to GSA)
5	Transfer to Other Federal, State, County or City Government Agencies
6	Sale (cash)
7	Exchange
8	Donation
9	Demolition
A	Termination of Lease
B	Loss by Inventory
C	Consolidation
D	Loss by Disaster
E	Secured in Place and Surveyed
F	Property Record Number Change or Correction

NFADB DATA ELEMENT NO. 603

NAME: GSA DISPOSAL CONTRACT NUMBER

ABBREVIATION: GSA-DSP-CNT

DEFINITION:

"GSA Disposal Contract Number" is the number that identifies the GSA disposal contract used in the disposal of plant property.

SOURCES OF DATA:

1. Obtain GSA Disposal Contract Number from the GSA contract or other related document.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This DE is NOT applicable to new records.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS: None **MAX. LENGTH** 15 **ALPHA/NUMERIC** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 604

NAME: EXCESS ACTION CODE

ABBREVIATION: EXS-CDE

DEFINITION:

"Excess Action Code" is a code used to indicate the type of formal excessing action taken on an item of real property, i.e., a "Declaration of Excess" initiated by a shore activity, and the follow-on action taken by the cognizant Engineering Field Division: "Excessed to General Services Administration" or "Approved for Disposal". (See page 604-A.)

SOURCES OF DATA:

1. Activity prepared Declaration of Excess.
2. EFD prepared SF 118, Report of Excess Real Property.
3. EFD letter approving disposal.
4. Page 604-A.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This DE is NOT applicable to new records.
2. **CHANGES:**
 - a. From SOURCE, enter the appropriate excess action code.

CHECKS: **MAX. LENGTH:** 1 **ALPHA/NUMERIC:** NUMERIC

1. Must be 1, 2 or 3.

NFADB DATA ELEMENT NO. 604

DEFINITION:(CONTINUED)

<u>CODE</u>	<u>NAME</u>
1	Declaration of Excess
2	Excessed to GSA
3	Approved for Disposal

NFADB DATA ELEMENT NO. 605

NAME: EXCESS ACTION DATE

ABBREVIATION: EXS-DTE

DEFINITION:

"Excess Action Date" is the date, e.g. 30 SEP 19XX, that formal excessing action is implemented on an item of real property, i.e., a "Declaration of Excess" initiated by a shore activity, and the follow-on action taken by the cognizant Engineering Field Division: "Excessed to General Services Administration" or "Approved for Disposal" (See DE 604).

SOURCES OF DATA:

1. Activity prepared Declaration of Excess.
2. EFD prepared SF 118, Report of Excess Real Property.
3. EFD letter approving disposal.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This DE is NOT applicable to new records.
2. **CHANGES:**
 - a. From SOURCE, enter the appropriate excess action date as follows:
 - (1) Declaration of Excess: Date of declaration form.
 - (2) Excessed to GSA: Date of SF 118
 - (3) Approved for Disposal: Date of EFD approval letter

CHECKS: **MAX. LENGTH:** 8 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first 4 digits must be the 4 digit year, e.g. 19XX, the next 2 digits must be the month (01-12) and the last 2 digits must be the day (01-31).
2. Must be entered if DE 604, Excess Action Code is entered.

NFADB DATA ELEMENT NO. 606

NAME: DISPOSAL CONTRACT NUMBER

ABBREVIATION: DSP-CNT

DEFINITION:

"Disposal Contract Number" is the identifying number of the contract for the disposal of a Department of Navy facility, if disposal was by contract.

SOURCES OF DATA:

1. Contract documents maintained by ROICC and EFD Acquisition Department (Code 09A).

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This DE is NOT applicable to new records.
2. **CHANGES:**
 - a. Determine the contract number from SOURCE.
 - b. All disposals are not the result of contracts. The applicable entry would be N/A for transfers, reassignments and demolitions by other than contract.
 - c. Do not enter the dash marks or spaces used to separate a set of characters within the contract number.

CHECKS: **MAX. LENGTH:** 14 **ALPHA/NUMERIC:** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 607

NAME: CONSOLIDATED PR NUMBER

ABBREVIATION: CST-PTY-NUM

DEFINITION:

"Consolidated PR Number" is the number identifying the property record used to report consolidated facilities previously reported on separate records.

SOURCES OF DATA:

1. The existing property record used to report consolidated facilities.
2. Activity maintained Log of Property Record Numbers.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. This DE is not applicable to new records. It is to be recorded on disposable records created by a consolidation action.
2. **CHANGES:**
 - a. Changes are not normally necessary except to eliminate duplication or to make corrections.

CHECKS:

MAX. LENGTH: 6

ALPHA/NUMERIC: NUMERIC

1. Must be a six digit element without blanks.
2. Must be transacted if DE 602 entry is "C"
3. Must be unique within a UIC reporting activity.

NFADB DATA ELEMENT NO. 701

NAME: ACTIVITY IDENTIFIER MAINTENANCE RESPONSIBILITY

ABBREVIATION: FTY-MNT-RPN

DEFINITION:

"Activity Identifier-Maintenance Responsibility" is an indicator of the activity or others responsible for funding maintenance and repair of a particular facility. The responsible party may be the host activity, a tenant activity or an outgrantee in the case of Department of the Navy owned facilities. In the case of ingrant facilities, the responsible party may be the host activity, a tenant activity or the lessor.

SOURCES OF DATA:

1. NAVCOMPT Manual Volume 2, Chapter 5.
2. Outgrant or ingrant instruments
3. Host-tenant agreement.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCE, determine the appropriate UIC of the activity responsible for the funding of maintenance and repair.
 - b. If an outgrantee is responsible for funding maintenance and repair enter "OGRTEE."
 - c. If a Lessor is responsible for funding maintenance and repair, enter "LESSOR."
2. **CHANGES:**
 - a. If maintenance and repair funding responsibility changes, enter applicable UIC, "OGRTEE" or "LESSOR" as appropriate.

CHECKS: **MAX. LENGTH:** 6 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. Must be UIC in MAGIC Data Base or "OGRTEE" or "LESSOR"

NFADB DATA ELEMENT NO. 702

NAME: PRIMARY USE CATEGORY CODE

ABBREVIATION: PRI-USE-CAT-CDE

DEFINITION:

"Primary Use Category Code" indicates the category code which describes the function using the greatest portion of the total area in a multiple use facility or the primary component of a utility system.

SOURCES OF DATA:

1. Derived from judgment.
2. NAVFAC P-72.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From source determine the appropriate category code.
2. **CHANGES:**
 - a. Change only to reflect a use change which results in a new prime use.

CHECKS: **MAX. LENGTH:** 5 **ALPHA/NUMERIC:** NUMERIC

1. Must be a valid category code from NAVFAC P-72.
2. Function must occupy the greatest proportion or have the greatest capacity of a facility.

NFADB DATA ELEMENT NO. 703

NAME: MAINTENANCE FUNDING SOURCE CODE

ABBREVIATION: FTY-MNT-FS-CDE

DEFINITION:

"Maintenance Funding Source Code" identifies the type of funds provided to the responsible activity (DE 701) for maintenance and repair of a particular facility (see page 703-A).

SOURCES OF DATA:

1. Judgment based on type of activity and type of facility.
2. Page 703-A.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. From SOURCES, enter appropriate code.
2. **CHANGES:**
 - a. Changes are required if the maintenance fund type changes for a particular facility.

CHECKS: **MAX. LENGTH:** 1 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. If DE 701 equals "LESSOR" or "OGRTEE" entry must be "7".
2. Entry must be a code from page 703-A.

NFADB DATA ELEMENT NO. 703

DEFINITIONS:

<u>CODE</u>	<u>NAME</u>	<u>MNEMONIC</u>
A	OPERATION AND MAINTENANCE, NAVY	O&M, N
B	OPERATION AND MAINTENANCE, NAVY RESERVE	O&M, NR
C	RESEARCH, DEVELOPMENT, TEST AND EVALUATION, NAVY	RDT&E
D	DEFENSE LOGISTICS AGENCY	DLA
H	DEFENSE HEALTH	DH
K	DEFENSE BUSINESS OPERATING FUND	DBOF
M	MISCELLANEOUS	MISC
Z	OUTSOURCING	OUTSRC
1	FAMILY HOUSING, NAVY	FH, N
2	CONTRACTOR-OPERATED INDUSTRIAL RESERVE PLANT	COIRP
3	CONTRACTOR-OPERATED RESEARCH & DEVELOPMENT FACILITIES	CORSTF
4	U.S. MARINE CORPS	USMC
5	MODIFIED NAVY INDUSTRIAL FUND	MNIF
6	NON-APPROPRIATED FUNDS	NAF
7	OUTGRANTEE/LESSOR (INGRANT)	OG/L
8	BASE REALIGNMENT AND CLOSURE	BRAC
9	CARETAKER	CT

NFADB DATA ELEMENT NO. 801

NAME: BOQ ROOMS UNDER 250 NF WITH PRIVATE BATH

ABBREVIATION: BOQ-250-PB

DEFINITION:

"BOQ Rooms Under 250 NF with Private Bath" are the number of rooms in a Unaccompanied Officers Personnel Housing unit that contains less than 250 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS:

MAX. LENGTH: 3

ALPHA/NUMERIC: NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 802

NAME: BOQ ROOMS UNDER 250 NF WITH SHARED BATH

ABBREVIATION: BOQ-25O-SB

DEFINITION:

"BOQ Rooms Under 250 NF with Shared Bath" are the number of rooms in an Unaccompanied Officers Personnel Housing unit that contain less than 250 net square feet of living area and are served by a shared bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS:

MAX. LENGTH: 3

ALPHA/NUMERIC: NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 803

NAME: BOQ ROOMS UNDER 30 NF WITH CENTRAL BATH

ABBREVIATION: BOQ-250-CB

DEFINITION:

"BOQ Rooms Under 250 with Central Bath" is the number of rooms in an Unaccompanied Officers Personnel Housing unit that contain less than 250 net square feet of living area and are served by a central bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES :**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 804

NAME: BOQ ROOMS BTWN 250 & 399 NF WITH PRIVATE BATH

ABBREVIATION: BOQ-250-399-PB

DEFINITION:

"BOQ Rooms Between 250 & 399 NF with Private Bath" is the number of rooms in an Unaccompanied Officers Personnel Housing unit that contains less than 250 or more but less than 400 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 805

NAME: BOQ ROOMS BETWEEN 250 & 399 NF WITH SHARED BATH

ABBREVIATION: BOQ-250-399-SB

DEFINITION:

"BOQ Rooms Between 250 & 399 NF with Shared Bath" is the number of rooms in an Unaccompanied Officer Personnel Housing Unit that contain 250 or more but less than 400 net square feet of living area and are served by a shared bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Assets Report.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 806

NAME: BOQ ROOMS BETWEEN 250 & 399 NF WITH CENTRAL BATH

ABBREVIATION: BOQ-250-399-CB

DEFINITION:

"BOQ Rooms Between 250 & 399 NF with Central Bath" is the number of rooms in an Unaccompanied Officer Personnel Housing Unit that contain 250 or more but less than 400 net square feet or more of living area and are served by a central bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Assets Report.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 807

NAME: BOQ ROOMS OVER 400 NF WITH PRIVATE BATH

ABBREVIATION: BOQ-400-PB

DEFINITION:

"BOQ Rooms Over 400 NF with Private Bath" is the number of rooms in an Unaccompanied Officer Personnel Housing Unit that contain 400 net square feet or more of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Assets Report.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 808

NAME: BOQ ROOMS OVER 400 NF WITH SHARED BATH

ABBREVIATION: BOQ-400-SB

DEFINITION:

"BOQ Rooms Over 400 NF With Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 400 net square feet or more of living area and are served by a shared bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS:

MAX LENGTH: 3

ALPHA/NUMERIC: NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 809

NAME: BOQ ROOMS OVER 400 NF WITH CENTRAL BATH

ABBREVIATION: BOQ-400-CB

DEFINITION:

"BOQ Rooms Over 400 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 400 net square feet or more of living area and are served by a central bath.

SOURCES OF DATA:

1. "As-built" drawings.
2. Building survey.

INSTRUCTIONS

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 810

NAME: BEQ ROOMS UNDER 135 NF WITH PRIVATE BATH

ABBREVIATION: BEQ-135-PB

DEFINITION:

"BEQ Rooms Under 135 NF with Private Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain less than 135 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As-built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS:

MAX. LENGTH: 3

ALPHA/NUMERIC: NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 811

NAME: BEQ ROOMS UNDER 135 NF WITH SHARED BATH

ABBREVIATION: BEQ-135-SB

DEFINITION:

"BEQ Rooms Under 135 NF with Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain less than 135 net square feet of living area and are provided with a full shared bath.

SOURCES OF DATA:

1. "As-built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADA DATA ELEMENT NO. 812

NAME: BEQ ROOMS UNDER 135 NF WITH CENTRAL BATH

ABBREVIATION: BEQ-135-CB

DEFINITION:

"BEQ Rooms Under 135 NF with Central Bath" is the number of rooms in a Unaccompanied Enlisted Personnel Housing Unit that contain less than 135 net square feet of living area and are served by a central bath.

SOURCES OF DATA:

1. "As-built" drawings
2. Building survey

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

- 1 This data element is to appear only on the Unaccompanied Personnel Asset Record and is not the Property Record.

NFADB DATA ELEMENT NO. 813

NAME: BEQ ROOMS BETWEEN 135 & 179 NF WITH PRIVATE BATH

ABBREVIATION: BEQ-179-PB

DEFINITION:

"BEQ Rooms Between 135 & 179 NF with Private Bath" is the number of rooms in a Unaccompanied Enlisted Personnel Housing unit that contain 135 or more but less than 180 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As-built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS:

MAX. LENGTH: 3

ALPHA/NUMERIC: NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 814

NAME: BEQ ROOMS BETWEEN 135 & 179 NF WITH SHARED BATH

ABBREVIATION: BEQ-179-CB

DEFINITION:

"BEQ Rooms Between 135 & 179 NF with Shared Bath" is the number of rooms in a Unaccompanied Enlisted Personnel Housing unit that contains 135 or more but less than 180 net square feet of living area and are served by a shared bath.

SOURCES OF DATA:

1. "As-built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 815

NAME: BEQ ROOMS BETWEEN 135 & 179 NF WITH CENTRAL BATH

ABBREVIATION: BEQ-179-CB

DEFINITION:

"BEQ Rooms Between 135 & 179 NF with Central Bath" is the number of rooms in a Unaccompanied Enlisted Personnel Housing unit that contain 135 or more but less than 180 net square feet of living area and are served by a central bath.

SOURCES OF DATA:

1. "As-built" drawings.
2. Building survey.

INSTRUCTIONS

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 816

NAME: BEQ ROOMS BETWEEN 180 & 249 NF WITH PRIVATE BATH

ABBREVIATION: BEQ-249-PB

DEFINITION:

"BEQ Rooms Between 180 & 249 NF with Private Bath" is the number of rooms in a Unaccompanied Enlisted Personnel Housing unit that contain 180 or more but less than 250 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As-built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Assets Record.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS:

MAX. LENGTH: 3

ALPHA/NUMERIC: NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 817

NAME: BEQ ROOMS BETWEEN 180 & 249 NF WITH SHARED BATH

ABBREVIATION: BEQ-249-SB

DEFINITION:

"BEQ Rooms Between 180 & 249 NF With Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 180 or more but less than 250 net square feet of living area and are served by a shared bath..

SOURCES OF DATA:

1. As-built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the net square feet of open bay area for each category on the Unaccompanied Personnel Assets Record.
2. **CHANGES:**
 - a. Changes not necessary unless layout is altered by construction.

CHECKS:

MAX. LENGTH: 5

ALPHA/NUMERIC: NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset record and not on the Property Record.

NFADB DATA ELEMENT NO. 818

NAME: BEQ ROOMS BETWEEN 180 & 249 NF WITH CENTRAL BATH

ABBREVIATION: BEQ-249-CB

DEFINITION:

"BEQ Rooms Between 180 & 249 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 180 or more but less than net square feet of living area and are served by a central bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 819

NAME: BEQ ROOMS BETWEEN 250 & 269 NF WITH PRIVATE BATH

ABBREVIATION: BEQ-269-PB

DEFINITION:

"BEQ Rooms Between 250 & 269 NF with Private Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 250 or more but less than 270 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 820

NAME: BEQ ROOMS BETWEEN 250 & 269 NF WITH SHARED BATH

ABBREVIATION: BEQ-269-SB

DEFINITION:

"BEQ Rooms Between 250 & 269 NF with Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 250 or more but less than 270 net square feet of living area and are served by a shared bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 821

NAME: BEQ ROOMS BETWEEN 250 & 269 NF WITH CENTRAL BATH

ABBREVIATION: BEQ-269-SB

DEFINITION:

"BEQ Rooms Between 250 & 269 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 250 or more but less than 270 net square feet of living area and are served by a central bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 822

NAME: BEQ ROOMS BETWEEN 270 & 359 NF WITH PRIVATE BATH

ABBREVIATION: BEQ-359-PB

DEFINITION:

"BEQ Rooms Between 270 & 359 NF with Private Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 270 or more but less than 360 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 823

NAME: BEQ ROOMS BETWEEN 270 & 359 NF WITH SHARED BATH

ABBREVIATION: BEQ-359-PB

DEFINITION:

"BEQ Rooms Between 270 & 359 NF with Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 270 or more but less than 360 net square feet of living area and are served by a shared bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 824

NAME: BEQ ROOMS BETWEEN 270 & 359 NF WITH CENTRAL BATH

ABBREVIATION: BEQ-359-CB

DEFINITION:

"BEQ Rooms Between 270 & 359 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 270 or more but less than 360 net square feet of living area and are served by a central bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 825

NAME: BEQ ROOMS OVER & 360 NF WITH PRIVATE BATH

ABBREVIATION: BEQ-360-PB

DEFINITION:

"BEQ Rooms Over 360 NF with Private Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 360 net square feet of living area and are provided with a full private bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 826

NAME: BEQ ROOMS OVER & 360 NF WITH SHARED BATH

ABBREVIATION: BEQ-360-SB

DEFINITION:

"BEQ Rooms Over 360 NF with Shared Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 360 net square feet of living area and are served by a shared bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 827

NAME: BEQ ROOMS OVER & 360 NF WITH CENTRAL BATH

ABBREVIATION: BEQ-360-CB

DEFINITION:

"BEQ Rooms Over 360 NF with Central Bath" is the number of rooms in an Unaccompanied Enlisted Personnel Housing Unit that contain 360 net square feet of living area and are served by a central bath.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 828

NAME: BEQ OPEN BAY AREA

ABBREVIATION: BEQ-OBA

DEFINITION:

"BEQ Open Bay Area" is the area, measured in net square feet, of the open bays in Unaccompanied Enlisted Personnel Housing.

SOURCES OF DATA:

1. "As Built" drawings.
2. Building survey.

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a. Enter the number of rooms in each category on the Unaccompanied Personnel Asset Record.
2. **CHANGES:**
 - a. Changes necessary unless layout is altered by construction.

CHECKS: **MAX. LENGTH:** 3 **ALPHA/NUMERIC:** NUMERIC

1. This data element is to appear only on the Unaccompanied Personnel Asset Record and not on the Property Record.

NFADB DATA ELEMENT NO. 829

NAME: BACHELOR QUARTERS USE CODE

ABBREVIATION:

DEFINITION:

SOURCES OF DATA:

1. .
2. .

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a.
2. **CHANGES:**
 - a. .

CHECKS: **MAX. LENGTH:** **ALPHA/NUMERIC:**

- 1.

NFADB DATA ELEMENT NO. 830

NAME: BACHELOR QUARTERS DESIGN TYPE CODE

ABBREVIATION:

DEFINITION:

SOURCES OF DATA:

1. .
2. .

INSTRUCTIONS:

1. **NEW RECORDS:**
 - a.
2. **CHANGES:**
 - a. .

CHECKS: **MAX. LENGTH:** **ALPHA/NUMERIC:**

- 1.

NFADB DATA ELEMENT NO. 902

NAME: FLOOD PLAIN 100 YR W/WAVE ACRES (NFA & METRIC)

ABBREVIATION: FLP-100Y-WA (NFA & METRIC)

DEFINITION:

"Flood Plain 100 Yr W/Wave Acres" (NFA & Metric) is the number of acres on a Class 1 Property Record affected by a flood, including the effects of wave action, that is equaled or exceeded once in 100 years, on the average.

SOURCES OF DATA:

1. EFD Real Estate (Code 24) land records.

INSTRUCTIONS

1. **NEW RECORDS:**
 - a. Enter data derived from SOURCE.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 10 **ALPHA/NUMERIC:** NUMERIC

1. The first 8 positions indicate whole numbers and the last 2 positions indicate hundredths (decimals).

NFADB DATA ELEMENT NO. 903

NAME: FLOOD PLAIN 100 YR W/O WAVE ACRES

ABBREVIATION: FLP-100Y

DEFINITION:

"Flood Plain 100 Yr W/O Wave Acres" is the number of acres on a Class 1 Property Record affected by a flood, including the effects of wave action, that is equaled or exceeded once in 100 years, on the average.

SOURCES OF DATA:

1. EFD Real Estate (Code 24) land records.

INSTRUCTIONS

1. **NEW RECORDS:**
 - a. Enter data derived from SOURCE.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 10 **ALPHA/NUMERIC:** NUMERIC

1. The first 8 positions indicate whole numbers and the last 2 positions indicate hundredths (decimals).

NFADB DATA ELEMENT NO. 904

NAME: FLOOD PLAIN 500 YR W/WAVE ACRES (NFA & METRIC)

ABBREVIATION: FLP-500Y-WA (NFA & METRIC)

DEFINITION:

"Flood Plain 500 Yr W/Wave Acres" is(NFA & Metric) the number of acres on a Class 1 Property Record affected by a flood, including the effects of wave action, that is equaled or exceeded once in 500 years, on the average.

SOURCES OF DATA:

1. EFD Real Estate (Code 24) land records.

INSTRUCTIONS

1. **NEW RECORDS:**
 - a. Enter data derived from SOURCE.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 10 **ALPHA/NUMERIC:** NUMERIC

1. The first 8 positions indicate whole numbers and the last 2 positions indicate hundredths (decimals).

NFADB DATA ELEMENT NO. 905

NAME: FLOOD PLAIN 500 YR W/O WAVE ACRES (NFA & METRIC)

ABBREVIATION: FLP-500Y (NFA & METRIC)

DEFINITION:

"Flood Plain 500 Yr W/O Wave Acres" (NFA & Metric) is the number of acres on a Class 1 Property Record affected by a flood, excluding the effects of wave action, that is equaled or exceeded once in 500 years, on the average.

SOURCES OF DATA:

1. EFD Real Estate (Code 24) land records.

INSTRUCTIONS

1. **NEW RECORDS:**
 - a. Enter data derived from SOURCE.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 10 **ALPHA/NUMERIC:** NUMERIC

1. The first 8 positions indicate whole numbers and the last 2 positions indicate hundredths (decimals).

NFADB DATA ELEMENT NO. 906

NAME: CONTAMINATED SITES POTENTIAL ACRES (NFA & METRIC)

ABBREVIATION: CSPT-ACE (NFA & Metric)

DEFINITION:

"Contaminated Sites Potential Acres" (NFA & Metric) are the number of acres described on a Class 1 Property Record that are potentially contaminated as identified in the installation restoration study, the underground storage tanks program, and other environmental programs. Includes disposal areas, storage areas, ordnance sites, unlined disposal pits, burn areas, inert sites, spill areas, underground storage tanks, non-transient water, above ground tanks, lined disposal pits, and other sites such as radiological waste disposal, contaminated sediments, and pipelines.

SOURCES OF DATA:

1. EFD Code (24) contaminated land reports.

INSTRUCTIONS

1. **NEW RECORDS:**
 - a. Enter data from SOURCE above.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 6 **ALPHA/NUMERIC:** ALPHA/NUMERIC

1. The first 8 positions indicate whole numbers and last 2 positions indicate hundredths (decimals).

NFADB DATA ELEMENT NO. 907

NAME: CONTAMINATED SITES CONFIRMED ACRE(S) (NFA & METRIC)

ABBREVIATION: CSCN-ACE (NFA & METRIC)

DEFINITION:

"Contaminated Sites Confirmed Acre(s)" (NFA & Metric) are the number of acres on a Class 1 Property Record which are confirmed as contaminated sites. This includes the same type of sites as contaminated sites potential acres.

SOURCES OF DATA:

1. EFD Real Estate (Code 24) contaminated land reports.

INSTRUCTIONS

1. **NEW RECORDS:**
 - a. Data is derived from SOURCE.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS: **MAX. LENGTH:** 10 **ALPHA/NUMERIC:** NUMERIC

1. First 8 positions indicate whole numbers and last 2 positions indicate hundredths (decimals).

NFADB DATA ELEMENT NO. 908

NAME: MINERAL INTERESTS

ABBREVIATION: PTY-MI-FED-OWN

DEFINITION:

"Mineral Interests" indicates whether or not mineral interests are vested in the United States of America for property on a Class 1 Property Record.

SOURCES OF DATA:

1. EFD Real Estate (Code 24) land reports.

INSTRUCTIONS

1. **NEW RECORDS:**
 - a. Data is derived from SOURCE.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS: None **MAX. LENGTH:** 1 **ALPHA/NUMERIC:** ALPHA

NFADB DATA ELEMENT NO. 909

NAME: LEGISLATIVE JURISDICTION

ABBREVIATION: PTY-LJ

DEFINITION:

"Legislative Jurisdiction" is a code indicating the type of authority of the State and the Federal Government, or the mix of types of authority, over the area described on a Class 1 Property Record. Types are:

Exclusive - The Federal Government possesses, by whatever method acquired, all of the authority of the state, and in which the state concerned has not reserved to itself the right to exercise any of the authority concurrently with the United States except the right to serve civil or criminal process in the area for activities which occurred outside the area.

Concurrent - In granting to the United States authority which would otherwise amount to exclusive legislative jurisdiction over an area, the state reserved to itself the right to exercise, concurrently with the United States, all of the same authority.

Partial - The Federal Government has been granted for exercise by the United States over an area in a state certain of the state's authority, but where the state concerned has reserved the right to exercise, by itself or concurrently with the United States, other authority constituting more than merely the right to serve civil or criminal process in the area as for example, the right to tax private property.

Proprietary Interest - The Federal Government has acquired some right or title to an area in a state but has not obtained any measure of the state's authority over the area.

Where the property described on a Class 1 Property Record includes a mix of these types of legislative jurisdiction, the codes for each of the individual types that applies will be entered in series. (Acceptable Values: CN - Concurrent Legislative Jurisdiction; EX - Exclusive Legislative Jurisdiction; PA - Partial Legislative Jurisdiction; PI - Proprietary Interest)

SOURCES OF DATA:

1. EFD Real Estate (Code 24) land reports.

NFADB DATA ELEMENT NO. 909

DEFINITION: (CONTINUED)

(Continuation of page 909)

INSTRUCTIONS

1. ***NEW RECORDS:***
 - a. Data is derived from SOURCE.
2. ***CHANGES:***
 - a. No changes are necessary except to make corrections.

CHECKS: ***MAX LENGTH:*** 8 ***ALPHA/NUMERIC:*** ALPHA

1. May contain any combination of codes without duplication.

NFADB DATA ELEMENT NO. 910

NAME: REAL ESTATE SUMMARY MAP NUMBER

ABBREVIATION: RESM-NUM

DEFINITION:

"Real Estate Summary Map Number" is the NAVFAC drawing number of the real estate Summary Map (RESM) which portrays the property described on the Class 1 Property Record. When the RESM occupies multiple drawing sheets, the number of the first sheet in the series will be entered.

SOURCES OF DATA:

1. EFD Real Estate (Code 24) land reports.

INSTRUCTIONS

1. **NEW RECORDS:**
 - a. Data is derived from SOURCE.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS: MAX. LENGTH: 10 ALPHA/NUMERIC: ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 911

NAME: EXISTING CONDITIONS MAP NUMBER

ABBREVIATION: ECM-NUM

DEFINITION:

"Existing Conditions Map Number" is the NAVFAC drawing number of the Existing Conditions Map (ECM) which portrays the property described on the Class 1 Property Record. When the ECM occupies multiple drawing sheets, the number of the first sheet in the series will be entered.

SOURCES OF DATA:

1. EFD Real Estate (Code 24) land reports.

INSTRUCTIONS

1. **NEW RECORDS:**
 - a. Data is derived from SOURCE.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS: MAX. LENGTH: 10 ALPHA/NUMERIC: ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 912

NAME: REAL ESTATE SUMMARY MAP FILE

ABBREVIATION: RESM-FLE

DEFINITION:

"Real Estate Summary Map File" is the file name of the Graphics Engineering and Mapping System (GEMS) phase 1, GEMS Engineering Microcomputer Graphics (GEMS/EMG), or GEMS phase 2 file which contains existing conditions map graphics for the property described on a Class 1 Property Record. For GEMS phase computer vision equipment, this is the full catalog name. For GEMS/EMG, this is typically the MS DOS file name for an autocad drawing file. GEMS phase 2 equipment is to be procured via the facilities engineering award of the Navy cad 2 acquisition. Additional information, such as an archive tape number, may be placed after the file name if separated by a blank. ECM file name may be the same as RESM file name if one file contains both types of information.

SOURCES OF DATA:

1. EFD Real Estate (Code 24) land reports.

INSTRUCTIONS

1. **NEW RECORDS:**
 - a. Data is derived from SOURCE.
2. **CHANGES:**
 - a. No changes are necessary except to make corrections.

CHECKS: None **MAX. LENGTH:** 60 **ALPHA/NUMERIC:** ALPHA/NUMERIC

NFADB DATA ELEMENT NO. 913

NAME: EXISTING CONDITIONS MAP FILE

ABBREVIATION: ECM-FLE

DEFINITION:

"Existing Conditions Map File" is the file name of the Graphics Engineering and Mapping System (GEMS) phase 1, GEMS Engineering Microcomputer Graphics (GEMS/EMG), or GEMS phase 2 file which contains existing conditions map graphics for the property described on a Class 1 Property Record. For GEMS phase computer vision equipment, this is the full catalog name. For GEMS/EMG, this is typically the MS DOS file name for an autocad drawing file. GEMS phase 2 equipment is to be procured via the facilities engineering award of the Navy cad 2 acquisition. Additional information, such as an archive tape number, may be placed after the file name if separated by a blank. ECM file name may be the same as RESM file name if one file contains both types of information.

SOURCES OF DATA:

1. EFD Real Estate (Code 24) land reports.

INSTRUCTIONS

1. ***NEW RECORDS:***
 - a. Data is derived from SOURCE.
2. ***CHANGES:***
 - a. No changes are necessary except to make corrections.

CHECKS: None ***MAX. LENGTH:*** 60 ***ALPHA/NUMERIC:*** ALPHA/NUMERIC

APPENDIX A

ABBREVIATIONS AND DEFINITIONS OF TERMS

A.1 ABBREVIATIONS

ADP	Automated Data Processing
APR	Acquisition Property Record
ARP	Activity Record Printout
BOD	Beneficial Occupancy Date
CBC	Construction Battalion Center
CIP	Capital Improvements Plan
CMC	Commandant of the Marine Corps
CPV	Current Plant Value
DE	Data Element
DEAR	Data Element Analysis Record
DEIS	Defense Energy Information System
DOD	Department of Defense
DR	Disposal Record
EE	Engineering Evaluation
EFD	Engineering Field Division
FACSO	Facilities Systems Office
FPD	Facility Planning Document
FRP	Facilities Requirement Plan
GDM	General Development Map
GSA	General Services Administration
HQMC	Headquarters Marine Corps
IC	Investment Category
MAGIC	Master Activity General Information and Control
MARCORPS	Marine Corps
MCFPPS	Marine Corps Facilities Planning and Programming System

A.1 ABBREVIATIONS (con't)

N/A	Not Applicable
NAVCOMPT	Comptroller of the Navy
NAVFACENGCOMHQ	Naval Facilities Engineering Command Headquarters
NCF	NAVCOMPT Form
NFADB	Navy Facility Assets Data Base
NFADB MS	Navy Facility Assets Data Base Management System
OICC	Officer In Charge of Construction
OPNAV	Office of the Chief of Naval Operations
OR	Outgrant Record
OSD	Office of the Secretary of Defense
PAA	Plant Property Accounting Activity
PR	Property Record
PWC	Public Works Center
RESM	Real Estate Summary Map
RJE	Remote Job Entry
ROICC	Resident Officer In Charge of Construction
RPI	Real Property Inventory
SA	Special Area
SFPS	Shore Facilities Planning System
SIOH	Supervision, Inspection and Overhead
UCD	Usable Completion Date
UEPH	Unaccompanied Enlisted Personnel Housing
UIC	Unit Identification Code
UOPH	Unaccompanied Officer Personnel Housing

+ (DE NO.) The "+" sign is a symbol, used on PRs/ORs/DRs to indicate that the entry for a particular data element has been changed. This symbol is a one-time-only marking to reflect only those changes which have been made on that edition of computer-generated PRs/ORs/DRs.

A.2 DEFINITIONS

Alternate Host. When a host activity (host A) or a tenant of that host requires facilities that are on the plant account of another host (host B), host A or its tenant is said to have facility requirements at an "alternate host" (host B) location.

Beneficial Occupancy Date. The date that a contract covering one or more facilities is completed. The date of an individual facility completion (accepted by the owning activity) is the useable completion date (UCD).

Capital Improvement (To An Existing Facility).Construction on an existing facility specifically, the addition, expansion, extension, alteration, or conversion of an existing facility including equipment installed in and made a part of such facilities, and related site preparation, excavation, filling, and landscaping.

Category Code. A code used for classifying various buildings, structures, utilities, and land (see NAVFAC P-72) according to use or type of estate (in the case of land).

Consolidations. The process of consolidating two or more items of real property into one item of real property, i.e., consolidating two or more property records into one property record.

Current Plant Value. A computer generated dollar value reflecting inflated original government cost and capital improvement costs. The value indicates the hypothetical dollar amount required to replace the facility in kind with today's dollars.

Detachment. A physically distinct but functionally related and administratively dependent extension of an established shore (field) activity, bureau, or command; normally categorized as a detachment, branch, annex, or other similar title.

Engineering Evaluation of Existing Assets.The Engineering Evaluation has several purposes: (1) to inspect existing assets to determine which are substandard or deficient in meeting approved facility criteria, (2) to determine to what extent the existing facilities of an activity satisfy the Basic Facilities Requirements, (3) to recommend changes in the current use of facilities in order to achieve the best use to satisfy military, operational, and functional requirements, and (4) to determine if existing facilities that are currently inadequate can be adapted or rehabilitated to satisfy requirements.

Exclusive Use. Possession or control by a single organization. Used primarily in real property to distinguish between temporary interests (ingrants and outgrants) that convey exclusive use, such as a lease, and temporary interests that do not convey exclusive use, such as a license or permit.

Facility. A separate, individual building, structure, utility, or other form of real property, including land, which is subject to separate reporting under the Department of Defense Real Property Inventory. (NOTE: This definition differs from that used elsewhere because it includes "land.")

Facility Planning Document (FPD).The complete planning document for an entire facility category as described by a five digit code in NAVFAC P-72, including requirements and assets information, deficient and surplus quantities for the category, facilities included in the category, proposed planning actions to satisfy deficiencies and eliminate surpluses, and notes describing any facet of the category.

A-2 (con't)

General Development Map. A map indicating all real property assets and overall proposed development for an activity. An index of facilities for use with a GDM can be provided from the NFADB.

GSA Space/Lease. Facilities provided by GSA space allotments or leases which are excluded from Navy Facility Assets Data Base (NFADB) reporting.

Host Activity. For the purpose of the SFPS, an activity that holds property records has Navy Facility Assets Data Base accountability for facilities regardless of occupancy. Under this definition, a host activity does not necessarily have tenants. A host activity with a Host Tenant Code of 2 may not be required to prepare a Basic Facility Requirement. A host can be a tenant at another host activity. (See Alternate Host Activity.)

Ingrant. A contract or agreement conveying real property use to the Navy (lease, permit, or license), usually for a specified consideration (rent or other remuneration).

Lease. A lease (usually a contract) is that right of exclusive use or occupancy (usually for a specified term) of real and personal property. A lease differs from a permit or license in that it entails exclusive use and is for a specified term. During its specified term, a lease grants irrevocable use.

License. Similar to a lease except that the right to use (or the occupancy) is not exclusive, may be for a specific term, and may be revoked at any time at the licensor's option.

Local Description. A more common local activity description of plant property. Example: Public Works Paint Shop instead of Maintenance Shop.

Master Activity General Information Control Data Base. A data base which contains general functional, command and geographic information about Navy and Marine Corps shore activities, certain units of the operating forces and some non-Navy activities. This data base is critical to the proper operation of the NFADB MS.

Multiple Use Building. A building which supports more than one function and is reportable under multiple category codes.

Outgrant. An outgrant is a contract or agreement conveying the use of real property to someone (either government agency or private concern), usually for a specified consideration (rent or other remuneration). Only outgrants with terms of more than 1 year or outgrants which provide for payment of rent or fees regardless of term are to be included in the NFADB.

Parent Activity. A shore activity which has administrative and/or operational control of detached suborganizational units or detachments.

A-2 (con't)

Plant Property Accounting Activity. The fiscal office responsible for the function of accounting for an activity's plant property values. A PAA may perform this function for one or more activities.

Real Property Maintenance Activities. A Department of Defense term used to describe the following management and engineering functions involved in shore facility maintenance and operation:

- (1) Maintenance and repair (functional category M)
- (2) Utilities operations (functional category N)
- (3) Other engineering support (functional category P)
- (4) Minor construction (functional category R)

Reassignment. An action involving the change in custody and control of real and related personal property from one Navy or Marine Corps activity to another.

Remote Job Entry (RJE) Terminal. A line printer located at a remote site that is used to communicate with a centrally located computer. It is used by an EFD to request and receive "hard copy" printouts of NFADB MS and SFPS data from the automated files at FACSO. Examples of reports received via RJE terminal include Engineering Evaluation Worksheets and Facility Planning Documents.

Reporting Activity. A reporting activity is a Navy or Marine Corps shore activity responsible for reporting its assigned real property to the NFADB. This responsibility may be performed by another activity such as a Public Works Center (PWC). The NFADB MS calls this activity the "mailing activity" for the reporting activity. All Navy real property is either owned or ingranated by the U.S. Government.

Shore Facilities Planning System. A system that provides the procedures necessary to determine the facility requirements of individual activities of the Navy shore establishment, evaluate the adequacy of existing real property to satisfy these requirements, translate facility deficiencies into requirements for construction, and recommend alternative use or disposal of facilities which are underutilized or excess to an activity.

Special Area. A geographic area, under the cognizance of a host activity, which is specially identified because of its location. Specific justification must be provided for the designation of special areas, or the retention of that designation, for any area that is not located at a significant distance from the boundary of the reporting activity.

Supported Unit For the purpose of the SFPS, an activity or unit that does not report basic facility requirements, occupies facilities accounted for in the NFADB by another activity (host), and has its facility requirements reflected in the Facilities Requirements Plan of the host activity.

Tenant Activity. For the purpose of the SFPS, an activity that reports basic facility requirements but occupies facilities accounted for in the NFADB by another activity (host). A tenant may have hosts other than his designated host.

A-2 (con't)

Transfer. A real estate action involving the change in custody and control of real and related personal property to/from the Department of the Navy from/to another military department, the Coast Guard, or other Federal department or agency.

Usable Completion Date. The date a facility is considered usually complete after it has been physically completed for the purpose intended; however, some portion(s) of the facility may still be incomplete.

Utility System. Defined as a central utility service (such as generation and distribution of electricity, heat, and steam, water purification and distribution, telephone distribution lines if serving more than one building and/or structure). Each utility system is reported on a separate PR.

APPENDIX B

REPORTING CONSTRUCTION PROJECT COST DATA TO THE NFADB

The following definitions and examples are provided to assist you in reporting construction project cost data to the NFADB.

B.1 DEFINITIONS

a. **Alterations** - The work required to adjust interior arrangements or other physical characteristics of an existing real property facility so that it may be used more effectively. **Conversions, additions, expansions and extensions are not alterations.**

b. **Addition, Expansion, or Extension** - A physical increase to a facility adding to the overall external facility dimensions.

c. **Capital Improvement** - Increase in functional usefulness, productivity, useful life, capacity, or similar values as a result of additions, conversions, alterations, betterments, rehabilitations, or replacements. It also includes equipment installed in and made a part of the facility, related site preparation, excavation, filling and landscaping.

d. **Construction** - The erection, installation, or assembly of a new facility; the addition, expansion, extension, alteration, conversion, or replacement of an existing real property facility; or the relocation of a facility from one installation to another. It includes equipment installed in and made a part of such facilities, site preparation, excavation, filling and landscaping, or other land improvements.

e. **Conversion** - A major structural rearrangement of a facility that changes the functional purpose for which originally designed or used.

f. **Replacement** - Is the complete reconstruction of all or part of a facility destroyed or damaged beyond the point at which it may be economically repaired.

g. **Repair** - The restoration of a facility to such condition that it may be effectively used for its designated purpose; the repair or replacement of constituent parts or materials that have deteriorated and have not been corrected through maintenance.

B.2 EXAMPLES

B.2.1 Examples of items which are required to be reported to the NFADB:

NOTE; Specific guidance is provided by NAVCOMPT Volume 3, Chapter 6, para 036107.

- a. Removal, relocation or destruction of buildings or structures to enable new construction.
- b. Surveying, architectural and engineering fees, site preparation, excavation, filling, landscaping, erosion control, or other land improvement specifically associated with constructions.
- c. Betterments, conversions, replacements (provided the replacement results in increased area, capacity, etc.) or improvements to existing facilities.
- d. Replacement of individual space heaters with a central heating system serving only the building or structure in which installed.
- e. Installation of a fluorescent lighting system to replace a serviceable incandescent system to obtain improved lighting.
- f. Application of brick veneer to a frame structure with wood siding to improve durability.
- g. Hard surfacing a gravel or dirt road.
- h. Increasing the length or width of piers or runways, or increasing the length, width, or height of a facility.
- i. The initial installation of a fire protection system in an existing facility.
- j. Constructing a fire escape on a building.
- k. Installation of equipment when it requires an alteration to a building or structure.
- l. Relocatable facilities approved by CNO as real property in accordance with OPNAVINST 11010.33 (latest edition).

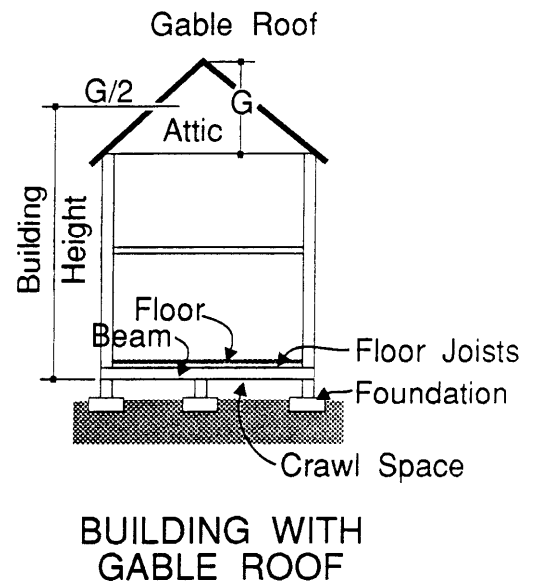
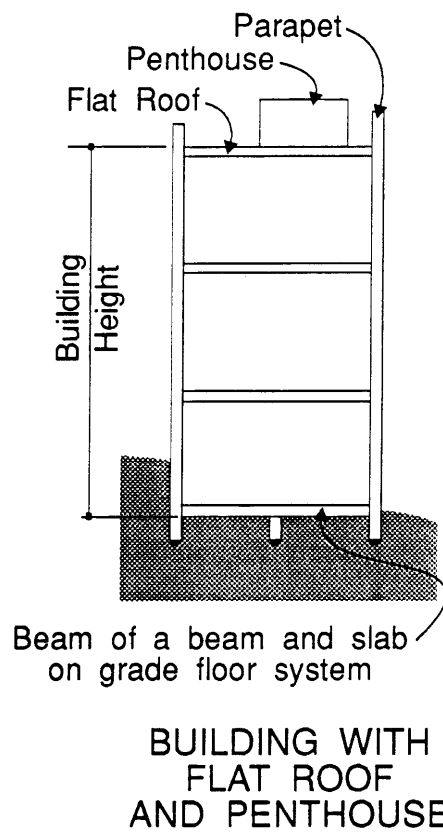
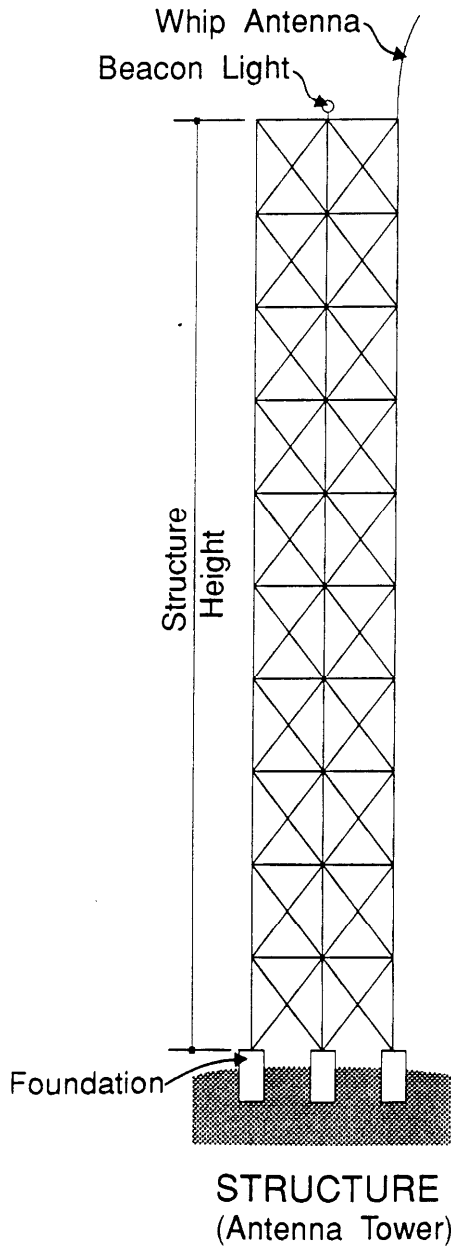
B-2 (con't)

B.2.2 Examples of items which are not to be reported to the NFADB:

- a. Work constituting maintenance, repair, or rearrangement, other than conversion, i.e., replacement with substantially in kind materials.
- b. Moving partitions within buildings and structures.
- c. Rearranging or relocating equipment or utilities within buildings or structures.
- d. Installing occasional electrical outlets, supply counters, and time clock panels.
- e. Replacement of such items as furnaces, water heaters, or communications systems when the replacement does not result in greater capacity.
- f. Leased relocatable buildings and trailers.

APPENDIX C

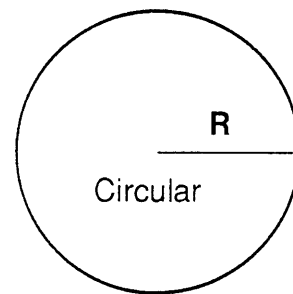
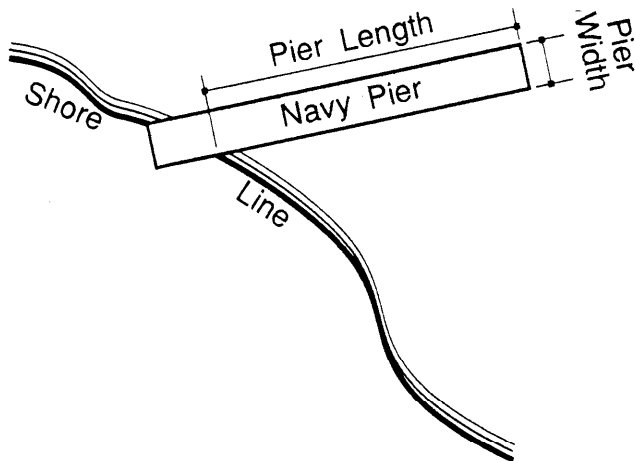
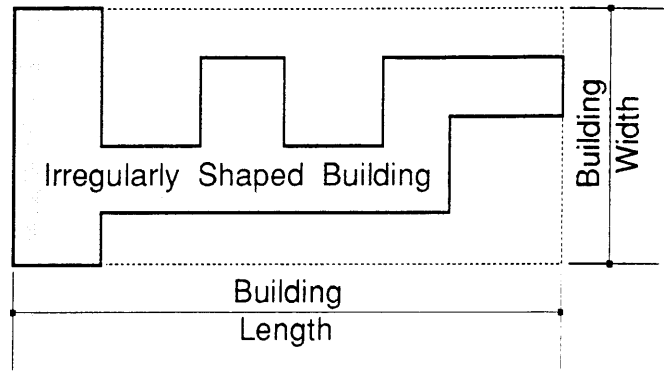
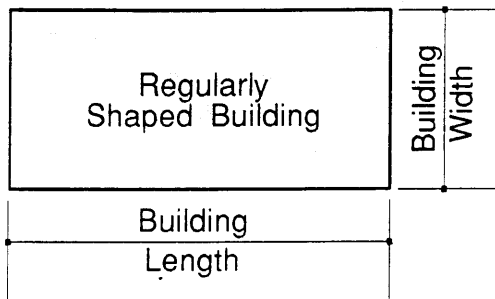
DIMENSIONS OF CLASS 2 FACILITIES



HEIGHT

APPENDIX C

DIMENSIONS OF CLASS 2 FACILITIES



$$\text{Area} = 3.14 \times R^2$$

AREA
LENGTH & WIDTH